General System Information

HOW TO OBTAIN ASSISTANCE
WHEN USING THE
TRIAL COURT SYSTEM

Trial Court Systems (TCS) has provided you with this manual to assist you in the basic day-to-day processing of your cases. However, the manual may not address all of the situations that occur in your court. Should you require further assistance, you may contact a Technical Service Representative through the TCS Helpdesk. You can reach a TCS team member by calling 1-888-339-1547 and select 4 on your keypad. This will route you to the individual who is taking calls for TCS.

Technical Service Representatives are available to assist you with your problems, questions, concerns and requests for enhancements to the system. Please do not hesitate to call.

You may also reach TCS help desk by e-mail at TCSHELPDESK@courts.mi.gov.

In addition, you may contact the Director of Judicial Information Systems

Mr. Marcus F. Dobek
Director
Judicial Information Systems
925 West Ottawa
P.O. Box 30048
Lansing, MI   48909

Please Note: *If you are having a windows problem or are unable to connect to the AS/400 from your P.C., you should contact your Data Processing/Information Systems personnel.*

Accessing the Trial Court System

Sign-on Procedure:

To access the Trial Court System, a User ID is required. The User ID identifies you to the computer as an authorized user of the Trial Court System. A password protects your User ID from unauthorized use by other persons. Each individual will select their own password. It is recommended that you select something that is easy to remember, as both the User ID and password are required to sign on.

If you are not already signed on, your workstation will display the screen shown below. Enter your User ID in the **User** field. The User ID will display as you type.   Next, enter your password in the **Password** field then press the [Enter] key. For security purposes, this field will not display as you type. Leave the remaining fields blank.

If you receive an error message, verify your user ID and password and re-enter them. Should you continue to receive an error message, you may contact your *Data Processing/Information Systems personnel,* or contact TCS Helpdesk.
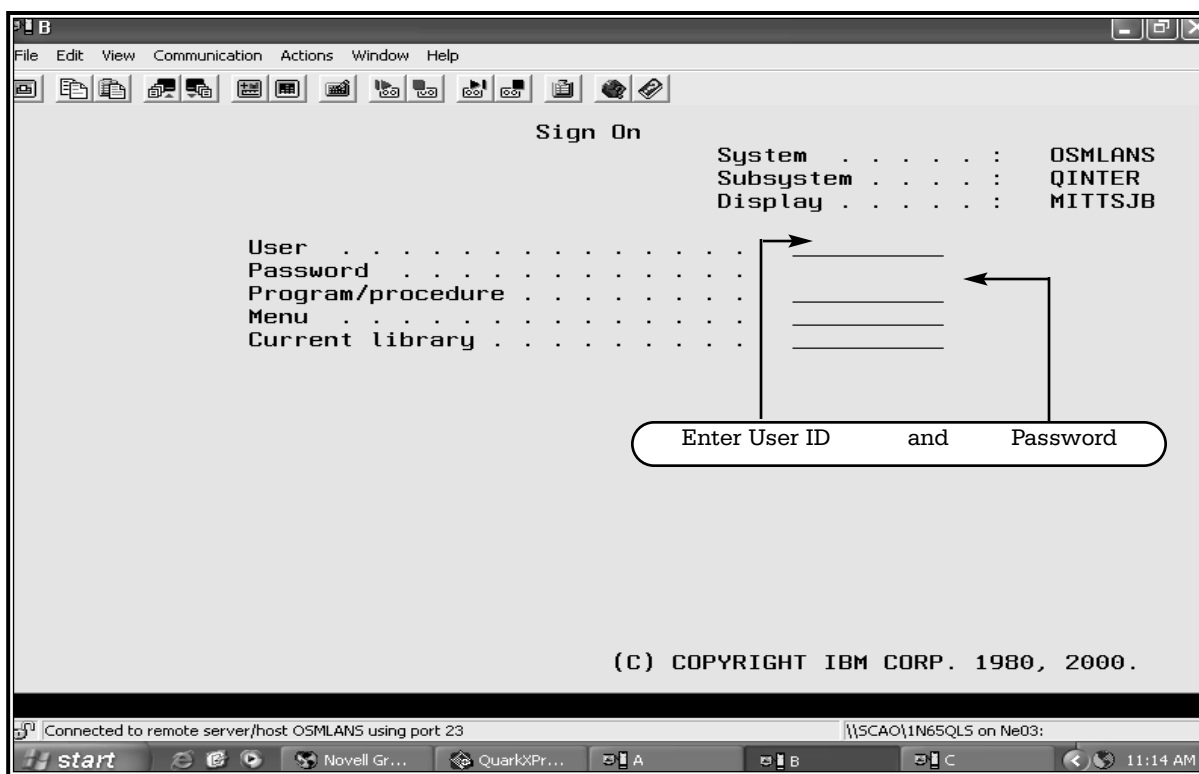
After you press the [Enter] key, you will be taken to the **Menu for <Username>** screen which has been created for your sign-on.

```
MITTSJ37                JUDICIAL INFORMATION SYSTEMS        OSMLANS
                           MENU FOR    MITTSJ37                7/11/03
                                                             11:21:51
        1. Go to the programmers menu          EXAMPLE
        2. TCS system - Development
        4. Work with spooled files       This screen will vary, depending on
        5. Work with active jobs              your particular set-up.
        6.
        7. Calhoun Conversion Test
       20. OSM Menu Administration
       80. Sign-on to Calhoun
       90. Sign Off
       91. ENDPASTHR




===> 7

F3=Exit    F4=Prompt    F9=Retrieve    F12=Cancel
F13=Information Assistant   F16=AS/400 main menu
```

From the **Menu** screen, enter the number of the menu you want to be taken to and press [Enter]. You will be taken to the screen that you selected.

```
MITTSJ37    UCC3DFK              Rel Jan03   Calhoun-JISP13DB01:P13PCSDB06
                                                             7/11/03
                      MAIN MENU
Next: ___   Case: ____  _____   Court: F 37  13

CMM - Case Management Menu
FIN - Financial Maintenance Menu       Sample Screen
FIR - Financial Reports Menu       Based on Selection Made
MAT - Maintenance Menu
REP - Report Menu
SET - Set-up Court Files
SYS - System Maintenance Menu
```
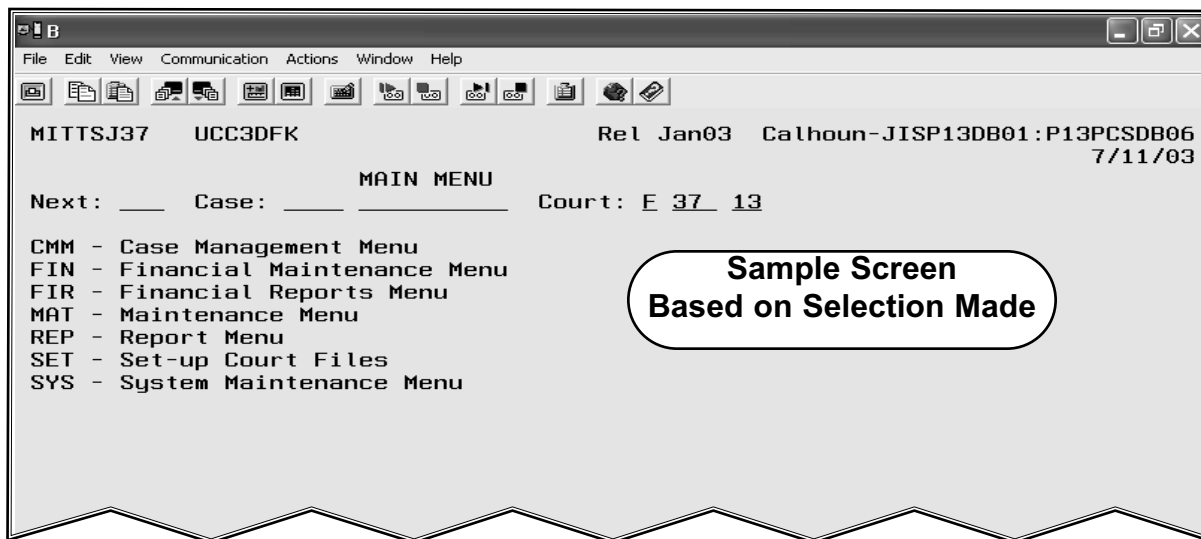
<u>Standard Function Keys</u>

Most standard functions keys are displayed at the bottom of a screen, others are not listed but always available to the user.

[F1]	Help	Definition of field and its function.
[F2]	Next	Positions the cursor to the top transaction line.
[F3]	Exit	Takes you back to the previous screen. Cancels any entry that is made on a screen prior to pressing [Enter].
[F4]	Prompt	Lists all valid entries for the selected field.
[F6]	Create	Create or add within the screen.
[F10]	Name Inquiry	View Names and Cases from any screen (inquiry only).
Shift+ [F1]<F13>	System Commands	Work with submitted jobs, spooled files, printers, etc.
Shift+ [F2]<F14>	Comments	Additional lines to add comments.
Shift+ [F4]<F16>	Calculator	Inventory/date calculator used to compute probate inventory fees, calculate from and to dates, or number of days.
Shift+ [F5]<F17>	Top	Positions to tops of screen
Shift+ [F6]<F18>	Bottom	Positions to bottom of screen.
Shift+ [F7]<F19>	Account	View a Register of Action for the financial account history.
Shift+ [F8]<F20>	Bonds	Access bonds from the edit event screen.
Shift+ [F9]<F21>	Print	Print the information from the screen.

Name Entry

The Trial Court System (TCS) is a uniform application designed to be utilized by all courts within a jurisdiction.

The name index is the central file. It will reduce the re-entry of information when creating a name or searching for cases related to an individual.

It is beneficial to enter as much information as possible, such as address, date of birth, drivers license number, etc. to reduce the number of entries for the same name.

Below are suggestions for name entry and how the name will appear on the register of actions, forms and reports.

Definition	Enter As	Will Print As/ Display on ROA As
Regular Names	JONES,R,M	R M JONES
	JONES,L,HAROLD	L HAROLD JONES
Suffixes	SMITH,JOHN,,JR	JOHN SMITH JR
	SMITH,JOHN,T,JR	JOHN T SMITH JR
Compound Names	OCONNEL,SARAH,	SARAH OCONNEL
	VANDYKE,LAURIE,L	LAURIE L VANDYKE
Hyphenated Names	SMITH-DAVIS,SUE,	SUE SMITH-DAVIS
	SMITH,AMY,SUE-LEE,	AMY SUE-LEE SMITH
Abbreviations	STJAMES,ROBERT,PAUL	ROBERT PAUL STJAMES
	SAINTJAMES,ROBERT,PAUL	ROBERT PAUL SAINTJAMES
Titles, such as MD, Rev., etc., are not recommended.		

Field Prompts

Field prompts are available on fields that have multiple choices for entries. To prompt on a field, simply use the **<F4>** key. A pop-up window will be displayed for that field, allowing you to make selections.

There are two different pop-up windows on TCS, depending on the field. One selection is made by typing the description of the field you are searching for, next press the **<ENTER>** key, then enter a **"1"** next to the selection you want and press the **<ENTER>** key.

```
 B                                                                    _  ₐ X
File   Edit   View   Communication   Actions   Window   Help

MITTSJ37                                                                    B06
                       MITTSJ37    UCHHDFK                                   /03

Next: ___                       Select Hop Code By Description

Type option         Type options, press Enter.
2=Change   4        1=Select
J=Juvenile
                    Description: CASELOAD REPORT
Name: RODMA
                    Description                        Hop      Program
    Name                                                        Id         Alt
 _  RODMAN,         1 CASELOAD REPORT                  CLD      UCCAPVK
 _  RODMAN,         _ CASELOAD REPORT COURT            CRC      UCT3DFK
 _  RODMAN,         _ CASES                            CAS      UCDFDFK
 _  RODNEY          _ CASH CODE/PRICE LIST             FCP      UCLMPVK
 _  RODOCKE         _ CASH CODES                       FCC      UCUYDFK
 _  RODOCKE         _ CASH RECEIPTS BY ACCOUNT         FCJ      UCUWPVK        +
 _  RODOCKE
 _  RODRIGE         F3=Exit  F10=Name  F13=Cmds  F16=Calc  F17=By Hop Code
 _  RODRIGU                                                                    +

F3=Exit   F6


 Connected to remote server/host OSMLANS using port 23          \\SCAO\1N65QLS on Ne03:
 start      ⬡ ⬡ ⬡    Novell...    Quark...    A        B        C      South    3:08 PM
```

```
 B                                                                    _  ₐ X
File   Edit   View   Communication   Actions   Window   Help

MITTSJ37    UCHRDFK                     Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                    Work with Names                    7/11/03

Next: CLD  Case: ____  _____     Court: P 13  13

Type options, press Enter.
2=Change   4=Delete   5=Display   A=AR Bi              Info
J=Juvenile  M=Money   W=Wills   Z=Rece    Field is automatically populated
                                          based on selection made at
Name: RODMAN                              Select Hop Code by Description

    Name                       X  R    DOB        SSN      City          Alt
 _  RODMAN,ANNA,               F  WA   8/01/1963            BATTLE CREEK
 _  RODMAN,RANDY,WAYNE         M  WA   5/23/1989            BATTLE CREEK
 _  RODMAN,SARAH,SUZANNE          WA
```

Field Prompts, continued

The other prompt selection displays the entire selection list and requires that you either left click with you mouse or scroll up and/or down using the ↑ ↓ on the keyboard, then press the space bar to make the selection

Inventory/Date Calculator

The Inventory/Date Calculator is used to calculate an inventory fee in Probate Court and to calculate date ranges. By pressing **<F16>**, the **Inventory/Date Calculator** screen will be displayed

To calculate the number of days from one date to the next date, enter the beginning (**from**) date, then the ending (**end**) date.

```
B
File   Edit   View   Communication   Actions   Window   Help

MITTSJ37    UCHRDFK                       Rel Jan03   Calhoun-JISP13DB01:P13PCSDB06
                                   Work with Names                       7/11/03

Next: ___   Case: ____ _____   Court: P 13_ 13

Typ    MITTSJ37    UCEAPVK     Rel Jan03   Calhoun-JISP13DB01:P13PCSDB06
2=C                       Inventory/Date Calculator                 7/11/03
J=J

Nam            Inventory                          Dates
          Amount            Fee          From          To          No of
                                         Date          Date        Days
_        _____      .00      02012003     06152003      _____
_
_
_        F3=Exit
_
```

Next, Press the **<ENTER>** key

```
B
File   Edit   View   Communication   Actions   Window   Help

MITTSJ37    UCHRDFK                       Rel Jan03   Calhoun-JISP13DB01:P13PCSDB06
                                   Work with Names                       7/11/03

Next: ___   Case: ____ _____   Court: P 13_ 13

Typ    MITTSJ37    UCEAPVK     Rel Jan03   Calhoun-JISP13DB01:P13PCSDB06
2=C                       Inventory/Date Calculator                 7/11/03
J=J

Nam            Inventory                          Dates
          Amount            Fee          From          To          No of
                                         Date          Date        Days
_        _____      .00      2/01/2003    6/15/2003      134
_
_
_        F3=Exit
_
```

The number of days is automatically calculated.

Inventory/Date Calculator, continued

To calculate the date based on the number of days, enter the beginning (**from**) date **or** ending (**to**) date, then the number of days for calculation.

```
⌐▌B                                                          _ �□ ✕
File  Edit  View  Communication  Actions  Window  Help
▣  ▤▥  ▧▨  ▦▦  ▣▣  ▦  ▨▨  ▨▨  ▣  ◈▨

 MITTSJ37     UCHRDFK                      Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                Work with Names                        7/11/03

 Next: ___   Case: ____ _____   Court: P 13  13

 Typ   MITTSJ37     UCEAPVK      Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
 2=C                     Inventory/Date Calculator              7/11/03
 J=J

 Nam            Inventory                      Dates
          Amount            Fee          From          To         No of
                                         Date          Date       Days
  _     _____        .00     03152003    _____     182__
  _
  _
  _
  _     F3=Exit
  _
```

Next, Press the **<ENTER>** key

```
⌐▌B                                                          _ �□ ✕
File  Edit  View  Communication  Actions  Window  Help
▣  ▤▥  ▧▨  ▦▦  ▣▣  ▦  ▨▨  ▨▨  ▣  ◈▨

 MITTSJ37     UCHRDFK                      Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                Work with Names                        7/11/03

 Next: ___   Case: ____ _____   Court: P 13  13

 Typ   MITTSJ37     UCEAPVK      Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
 2=C                     Inventory/Date Calculator              7/11/03
 J=J

 Nam            Inventory                      Dates
          Amount            Fee          From          To         No of
                                         Date          Date       Days
  _     _____        .00     3/15/2003   9/13/2003      182
  _
  _
  _     F3=Exit
  _
```

The "To" or "From" date is automatically calculated.

System Navigation

Once you have successfully signed onto the Trial Court System, the first menu that is displayed is the **Main Menu** screen. This screen displays the menus that are available to you for navigation through TCS. Each menu screen will display the sub-menus that are available to for your selection.

```
▣▮B                                                                    ▭❐✕
 File   Edit   View   Communication   Actions   Window   Help
 ▣  ▤▤  ▦▦  ▦▦  ▦▦  ▦▦  ▦▦▦  ▦▦  ▦▦  ▤  ◈◈

 MITTSJ37    UCC3DFK                    Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                                                    7/16/03
                         MAIN MENU
 Next: ___   Case: ____ _____     Court: F 37_ 13

 CMM - Case Management Menu
 FIN - Financial Maintenance Menu
 FIR - Financial Reports Menu
 MAT - Maintenance Menu              ╭─────────────────────╮
 REP - Report Menu                   │      EXAMPLE         │
 SET - Set-up Court Files            │  Main Menu Screen    │
 SYS - System Maintenance Menu       ╰─────────────────────╯




 F3=Exit  F10=Name  F13=Cmds  F16=Calc


 Connected to remote server/host OSMLANS using port 23          \\SCAO\1N65QLS on Ne03:
 start      ⬚ ⬚ ⬚   No...   Qu...   W Mic...   South   A   B   C   10:53 AM
```

To display the sub-menus available for each menu, the user should enter the command at the **Next** line and then press **<ENTER>**.

EXAMPLE: To display the sub-menus available under the Case Management Menu, enter **CMM** at the next line, and then press **<ENTER>.**

```
▣▮B                                                                    ▭❐✕
 File   Edit   View   Communication   Actions   Window   Help
 ▣  ▤▤  ▦▦  ▦▦  ▦▦  ▦▦  ▦▦▦  ▦▦  ▦▦  ▤  ◈◈

 MITTSJ37    UCC3DFK                    Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                                                    7/16/03
                         MAIN MENU
 Next: CMM   Case: ____ _____     Court: F 37_ 13

 CMM - Case Management Menu
 FIN - Financial Maintenance Menu
 FIR - Financial Reports Menu
 MAT - Maintenance Menu
 REP - Report Menu
 SET - Set-up Court Files
 SYS - System Maintenance Menu
```
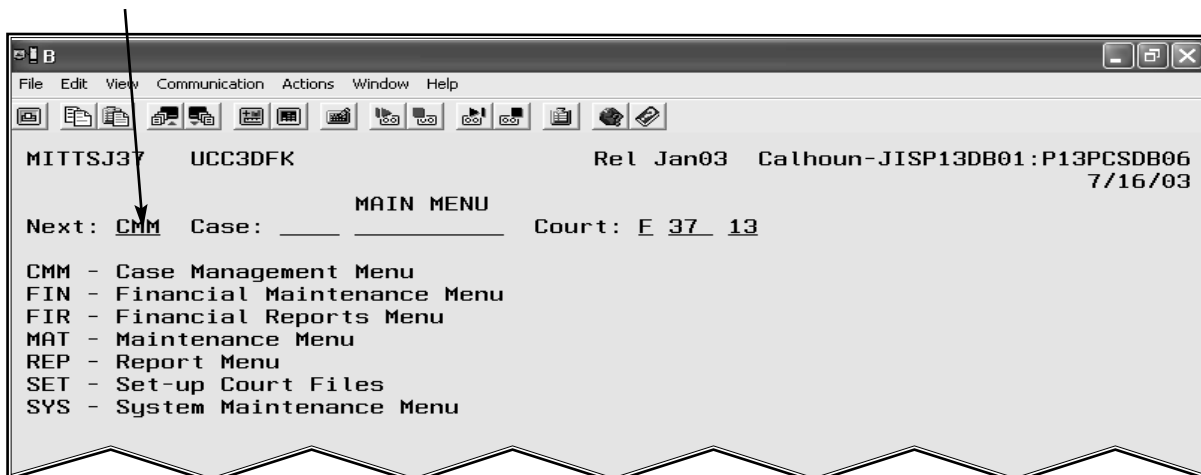
System Navigation, continued

The Case Management Menu screen will be returned.

```
MITTSJ37    UCC3DFK                    Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                                                        7/16/03
                        CASE MANAGEMENT MENU
Next: ___   Case: ____ _____   Court: F 37  13

AEV - Add Events for Cases              ATY - Attorneys
CAL - Professional Calendar             CAS - Work with Cases
CCS - Case-to-Case Relations- 2ndary    CHG - Case Charges
CSI - Case Initiation                   CWR - Case Warrants
EVT - Case Events                       JUV - Juvenile Name Inquiry
NAM - Name Inquiry                      NXT - Case Next Actions
P   - Professionals,Atnys - Name        PRF - Professionals
PRT - Register of Action Print          PTY - Case Parties




F3=Exit  F10=Name  F13=Cmds  F16=Calc
```

EXAMPLE
Sub Menu
Management Menu

From the **Case Management** menu, you may make your selection by entering the code at the **Next** line and pressing the **<ENTER>** key.

We will begin by looking up a name for a specific individual. At the **Next** line type **NAM** and press the **<ENTER>** key.

```
MITTSJ37    UCC3DFK                    Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                                                        7/16/03
                        CASE MANAGEMENT MENU
Next: NAM   Case: ____ _____   Court: F 37  13

AEV - Add Events for Cases              ATY - Attorneys
CAL - Professional Calendar             CAS - Work with Cases
CCS - Case-to-Case Relations- 2ndary    CHG - Case Charges
CSI - Case Initiation                   CWR - Case Warrants
EVT - Case Events                       JUV - Juvenile Name Inquiry
NAM - Name Inquiry                      NXT - Case Next Actions
P   - Professionals,Atnys - Name        PRF - Professionals
PRT - Register of Action Print          PTY - Case Parties
```

Search for Names

This will return you to the **Work with Names** screen.

```
B
File  Edit  View  Communication  Actions  Window  Help

MITTSJ37    UCHRDFK                    Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                   Work with Names                      7/16/03

Next: ___   Case: ____ _____    Court: F 37_ 13

Type options, press Enter.
2=Change  4=Delete  5=Display  A=AR Bills  B=Bonds  C=Cases  F=Fin Info
J=Juvenile  M=Money  W=Wills  Z=Receipts

Name: _____

   Name                          X R    DOB        SSN      City         Alt
 _  A C FOUNDRY,,                                            BATTLE CREEK
 _  A C FOUNDRY,,                                            BATTLE CREEK
 _  A C IVY                                                  BATTLE CREEK
 _  A. C. IVY                                                BATTLE CREEK
 _  A. J. PEHRSON,JR.                                        MARSHALL
 _  A.D. BONDS                                               BATTLE CREEK
 _  A,D,                               8/04/1978
 _  A,E,                               9/24/1978
 _  A,M,                               6/01/1979                          +

F3=Exit  F6=Create  F13=Cmds  F16=Calc


Connected to remote server/host OSMLANS using port 23        \\SCAO\1N65QLS on Ne03:
start       No...    Qu...    Mic...    South    A    B    C    11:15 AM
```

To search for a name, enter the **LASTNAME,FIRSTINITIAL** of the individual and press the **<ENTER>** key.

```
B
File  Edit  View  Communication  Actions  Window  Help

MITTSJ37    UCHRDFK                    Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                   Work with Names                      7/16/03

Next: ___   Case: ____ _____    Court: F 37_ 13

Type options, press Enter.
2=Change  4=Delete  5=Display  A=AR Bills  B=Bonds  C=Cases  F=Fin Info
J=Juvenile  M=Money  W=Wills  Z=Receipts

Name: RODMAN,R_____

   Name                          X R    DOB        SSN      City         Alt
 _  RODMAN,RANDY,WAYNE            M WA   5/23/1989           BATTLE CREEK
 _  RODMAN,SARAH,SUZANNE          F WA
        RAP
```

This will take you do that individual's name for further processing.

Work with Names
Option "Change"

Once you have located the individual's name, there are a number of options available from the **Work with Names** screen to further access information regarding the name. Let's review some of the options.

To change address, phone number, race, sex, etc., regarding this individual, enter a **"2"** next to the name and press the **<ENTER>** key.

```
MITTSJ37   UCHRDFK                    Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                            Work with Names                           7/16/03

Next: ___   Case: ____ _____   Court: F 37  13

Type options, press Enter.
2=Change  4=Delete  5=Display  A=AR Bills  B=Bonds  C=Cases  F=Fin Info
J=Juvenile  M=Money  W=Wills  Z=Receipts

Name: RODMAN,R_____

     Name                      X R    DOB       SSN      City        Alt
2    RODMAN,RANDY,WAYNE        M WA  5/23/1989            BATTLE CREEK
     RODMAN,SARAH,          NE    WA
```

You will be returned to the **Edit Name** screen for processing. Make any necessary changes and the press the **<ENTER>** key to return to the **Work with Names** screen.

```
B
File  Edit  View  Communication  Actions  Window  Help

  MITTSJ37    UCC6E1K                    Rel Jan03   Calhoun-JISP13DB01:P13PCSDB06
                                          Edit Name                       7/16/03

            Name: RODMAN,RANDY,WAYNE                   Adoption Name: N
         Company: N

          Gender: M Male        Race: WA White American
             SSN: _____
   Date of Birth:  5/23/1989 Age:  14   Date of Death: _____

             DLN: _____ St: __

         Address: 1492 N. ALTA VISTA DR._____
                  _____
            City: BATTLE CREEK_____ St: MI Zip: 48888_____
           Phone: 269/969-5555 Ext: _____
             Fax: _____

            SID#: _____    NCIC#: _____


  F3=Exit  F10=Name  F13=Cmds  F16=Calc


Connected to remote server/host OSMLANS using port 23            \\SCAO\1N65QLS on Ne03:
start      No...   Qu...   Mic...   South   A   B   C   1:11 PM
```

Work with Names
Option "Delete Name"

To delete a name enter a **"4"** next to the name and press the **<ENTER>** key.

```
┌─□─B──────────────────────────────────────────────────────────────────┐_│⌐│X│
│ File  Edit  View  Communication  Actions  Window  Help                     │
│ ▣ ▤▥ ▦▧ ▨▩ ▪▫ ▬ ▭▮ ▯▰ ▱▲ ▣ ◆◇                                            │
│  MITTSJ37    UCHRDFK                      Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06 │
│                               Work with Names                          7/16/03  │
│                                                                              │
│  Next: ___   Case: ____  _____   Court: F 37  13                         │
│                                                                              │
│  Type options, press Enter.                                                  │
│  2=Change  4=Delete  5=Display  A=AR Bills  B=Bonds  C=Cases  F=Fin Info      │
│  J=Juvenile  M=Money  W=Wills  Z=Receipts                                    │
│                                                                              │
│  Name: RODMAN,_____                     │
│                                                                              │
│     Name                    X  R    DOB        SSN      City          Alt     │
│  _  RODMAN,ANNA,            F  WA  8/01/1963             BATTLE CREEK         │
│  _  RODMAN,RANDY,WAYNE      M  WA  5/23/1989             BATTLE CREEK         │
│  4  RODMAN,RICHARD,         M  WA  6/01/1957             BROOKLYN            │
│  _  RODMAN,SARAH,SUZANNE    F  WA                                            │
│  _  RODNEY RARICK                                        EAST LEROY         │
└──────────────────────────────────────────────────────────────────────────┘
```

You will be returned to the **Display Name** screen. Check to make sure this is the name you want to delete, then press **<F11>** to delete..

```
┌─□─B──────────────────────────────────────────────────────────────────┐_│⌐│X│
│ File  Edit  View  Communication  Actions  Window  Help                     │
│ ▣ ▤▥ ▦▧ ▨▩ ▪▫ ▬ ▭▮ ▯▰ ▱▲ ▣ ◆◇                                            │
│  MITTSJ37    UCM9D1K                      Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06 │
│                               Display Name                             7/16/03  │
│                                                                              │
│           Name:(   3395270 ) RODMAN,RICHARD,                                 │
│        Company: N            Balance Due:          .00                        │
│                                                                              │
│         Gender: Male            Race: White American        Adoption Name:    │
│            SSN:                                                               │
│  Date of Birth:  6/01/1957    Age:  46    Date of Death:                      │
│            DLN:                 St:                                           │
│                                                                              │
│        Address: 1381 SOUTH GORDON ROAD              Address Code:   3445616    │
│                                                                              │
│           City: BROOKLYN              St: MI Zip: 48823                       │
│          Phone:              Ext:      0                                      │
│            Fax:                                                               │
│                                                                              │
│           SID#:               NCIC#:                                          │
│                                                                              │
│        Created:  7/16/03 @ 13:21:43 by MITTSJ37                               │
│   Last Changed:          @  0:00:00 by                                        │
│                                                                              │
│  F3=Exit  F11=Delete  F13=Cmds  F16=Calc                                     │
│                                                                              │
│ ▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬▬  │
│ ⌨ Connected to remote server/host OSMLANS using port 23    \\SCAO\1N65QLS on Ne03: │
│ ⊞ start   ⚙ ⚙ ▶  🌐 No...  ◈ Qu...  W Mic...  ⬛ South  ▣ A  ⬛ B  ▣ C  ◀◈ 1:46 PM │
└──────────────────────────────────────────────────────────────────────────┘
```

Work with Names
Option "Delete Name", continued

You will be returned to the **Work with Names** screen with a message that states "Name Nbr 3395270 Record and all related records have been deleted."

```
B                                                                    _ ☐ X
File   Edit  View  Communication  Actions  Window  Help

MITTSJ37    UCHRDFK                      Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                Work with Names                         7/16/03

Next: ____   Case: ____ _____     Court: F 37_ 13

Type options, press Enter.
2=Change  4=Delete  5=Display  A=AR Bills  B=Bonds  C=Cases  F=Fin Info
J=Juvenile  M=Money  W=Wills  Z=Receipts

Name: RODMAN,_____

     Name                          X R     DOB        SSN      City        Alt
_    RODMAN,ANNA,                  F WA  8/01/1963             BATTLE CREEK
_    RODMAN,RANDY,WAYNE            M WA  5/23/1989             BATTLE CREEK
_    RODMAN,SARAH,SUZANNE          F WA
_    RODNEY RARICK                                             EAST LEROY
_    RODOCKER,GARY,                                            KALAMAZOO
_    RODOCKER,GARY,                                            KALAMAZOO
_    RODOCKER,GARY,                                            KALAMAZOO
_    RODRIGEZ,ROSARIO,                                         BATTLE CREEK
_    RODRIGUEZ,ALICIA,D            F       4/03/1965                         +

F3=Exit  F6=Create  F13=Cmds  F16=Calc
Name Nbr 3395270 Record and all related records have been deleted.

  Connected to remote server/host OSMLANS using port 23        \\SCAO\1N65QLS on Ne03:
 start     e  @  @   No...   Qu...   Mic...   South   A    B    C    1:54 PM
```

The name is no longer on the name index.

Work with Names

Option "Display Name"

To display the information relating to a name enter a **"5"** next to the name and press the **<ENTER>** key.

```
B                                                                    _ □ X
File  Edit  View  Communication  Actions  Window  Help

MITTSJ37    UCHRDFK                  Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                               Work with Names                      7/16/03

Next: ___   Case: ____ _____   Court: F 37_ 13

Type options, press Enter.
2=Change  4=Delete  5=Display  A=AR Bills  B=Bonds  C=Cases  F=Fin Info
J=Juvenile  M=Money  W=Wills  Z=Receipts

Name: RODMAN,A_____

    Name                        X R    DOB      SSN     City         Alt
 _  RODMAN,ANNA,                F WA  8/01/1963          BATTLE CREEK
 5  RODMAN,RANDY,WAYNE          M WA  5/23/1989          BATTLE CREEK
 _  RODMAN,SARAH,SUZANNE        F WA
 _  RODNEY RARICK                                        EAST LEROY
 _  PBROCKER,GARY                                        KALAMAZOO
```

The **Display Name** screen will be displayed. To exit this screen, select **<F3>** and you will return to the **Work with Names** screen.

```
B                                                                    _ □ X
File  Edit  View  Communication  Actions  Window  Help

MITTSJ37    UCM9D1K                  Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                Display Name                        7/16/03

          Name:(   3295234 ) RODMAN,RANDY,WAYNE
       Company: N          Balance Due:        .00

        Gender: Male          Race: White American         Adoption Name:
           SSN:
 Date of Birth:  5/23/1989   Age:  14    Date of Death:
           DLN:              St:

       Address: 1492 N. ALTA VISTA DR.
                                                    ┌─────────────────────────┐
          City: BATTLE CREEK          St: MI        │ NOTE:  The date this name│
         Phone: 269/969-5555  Ext:    0             │ was created and who      │
           Fax:                                     │ created it are displayed.│
                                                    │ The last changed date    │
          SID#:              NCIC#:                 │ and who made the change  │
                                                    │ is also displayed        │
       Created:  6/13/03 @ 15:39:09 by MITTSJ37     └─────────────────────────┘
  Last Changed:  7/16/03 @ 13:16:43 by MITTSJ37

 F3=Exit  F11=Delete  F13=Cmds  F16=Calc

 Connected to remote server/host OSMLANS using port 23          \\SCAO\1N65QLS on Ne03:
 start     No...   Qu...   Mic...   South   A   B   C        2:09 PM
```

Work with Names

Option "A/R Bills"

To display billing information relating to a name enter an **"A"** next to the name and press the **<ENTER>** key.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ ▫ ▌ B                                                          [_][□][✕]      │
│ File  Edit  View  Communication  Actions  Window  Help                       │
│ [toolbar icons]                                                              │
│                                                                              │
│  MITTSJ37   UCHRDFK                      Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06│
│                               Work with Names                    7/16/03      │
│                                                                              │
│  Next: ___   Case: ____  _____   Court: F 37  13                        │
│                                                                              │
│  Type options, press Enter.                                                  │
│  2=Change  4=Delete  5=Display  A=AR Bills  B=Bonds  C=Cases  F=Fin Info     │
│  J=Juvenile  M=Money  W=Wills  Z=Receipts          ╭──────────────────────╮ │
│                                                    │ NOTE: When the name is│ │
│  Name: RODMAN_____                              │ highlighted at the Work with│
│                                                    │ Names screen, it indicates that│
│       Name                       X R    DOB        │ this person owes money│ Alt│
│  A    RODMAN,ANNA,               F WA  8/01/1963   ╰──── BATTLE CREEK        │
│  _    RODMAN,RANDY,WAYNE         M WA  5/23/1989         BATTLE CREEK         │
│  _    RODMAN,SARAH,SUZANNE       F WA                                        │
│  _    RODNEY RARICK                                     EAST LEROY           │
│  _    ROROCKER,GARY                                     KALAMAZOO            │
└─────────────────────────────────────────────────────────────────────────────┘
```

The **Display Bills for** screen will be displayed. You may view the A/R Bill by entering a **"5"** next to the name and pressing **<ENTER>**. To print the bill enter a **"P"** next to the name. To exit this screen, select **<F3>** and you will return to the **Work with Names** screen.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ ▫ ▌ B                                                          [_][□][✕]      │
│ File  Edit  View  Communication  Actions  Window  Help                       │
│ [toolbar icons]                                                              │
│                                                                              │
│  MITTSJ37   UCLMDFK                      Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06│
│                              Display Bills for                   7/16/03      │
│  Billing Loc:  1    RODMAN,ANNA,                    3295235                  │
│                                                                              │
│  Type options, press Enter.                                                  │
│  5=Display  P=Print Bill                                                     │
│                                                                              │
│  Bill Date: _____                                                       │
│                                                                              │
│        Bill Date   From Date   Job#   Previous      Total       Current      │
│                                        Balance      Balance   Amount Due      │
│  _ A   6/01/2003   5/15/2003   97510      .00       150.00       150.00      │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│                                                                              │
│  F3=Exit   F10=Name   F13=Cmds   F16=Calc   F17=Top   F18=Bottom             │
│                                                                              │
│ ░ Connected to remote server/host OSMLANS using port 23    \\SCAO\1N65QLS on Ne03:│
│ ⊞ start  [icons]  No...  Qu...  Mic...  South  A  B  C   2:46 PM             │
└─────────────────────────────────────────────────────────────────────────────┘
```

Work with Names
Option "Bonds"

To display bond information relating to a name enter an **"B"** next to the name and press the **<ENTER>** key.

```
B                                                                              _ □ ×
File   Edit   View   Communication   Actions   Window   Help
🖵  📋📋  🖳🖳  📧📧  📠  📇📇  📇📇  📋  📎⬦

 MITTSJ37    UCHRDFK                        Rel Jan03   Calhoun-JISP13DB01:P13PCSDB06
                                     Work with Names                      7/16/03

 Next: ___   Case: ____ _____    Court: F 37  13

 Type options, press Enter.
 2=Change  4=Delete  5=Display  A=AR Bills  B=Bonds  C=Cases  F=Fin Info
 J=Juvenile  M=Money  W=Wills  Z=Receipts

 Name: RODMAN_____

     Name                          X R     DOB       SSN      City          Alt
 _   RODMAN,ANNA,                  F WA  8/01/1963            BATTLE CREEK
 B   RODMAN,RANDY,WAYNE            M WA  5/23/1989            BATTLE CREEK
     ...ON,SARAH...NE                WA
```

The **Work with Bonds for** screen will be displayed. You may view the bond information by entering a **"5"** next to the bond and pressing **<ENTER>**. To delete the bond, enter a **"4"** next to the bond, press **<ENTER>**, then **<F11>** . To take Actions on this bond, enter **"A"** next to the bond. To exit this screen, select **<F3>** and you will return to the **Work with Names** screen.

```
B                                                                              _ □ ×
File   Edit   View   Communication   Actions   Window   Help
🖵  📋📋  🖳🖳  📧📧  📠  📇📇  📇📇  📋  📎⬦

 MITTSJ37    UCQKDFK                        Rel Jan03   Calhoun-JISP13DB01:P13PCSDB06
                                   Work with Bonds for                    7/16/03
 Court: F 37   13            RODMAN,RANDY,WAYNE

 Type options, press Enter.
 4=Delete  5=Display  A=Actions

 Bond: __

    Bond Type Sts Case            Set Amount     Balance   Last Action Date
                                                           Actn
 _     1  SUR   C  2003 0300053501     5000.00        .00  SET  7/16/2003






 F3=Exit   F6=Create   F10=Name   F13=Cmds   F16=Calc

⊡ Connected to remote server/host OSMLANS using port 23              \\SCAO\1N65QLS on Ne03:
 start      🎵 💿 ▶   📺 No...   📄 Qu...   📝 Mic...   🗔 South   📁 A   📁 B   📁 C   ◀ 🌐 2:58 PM
```

Work with Names
Option "Cases"

To display all cases for this name enter an **"C"** next to the name and press the **<ENTER>** key.

```
B                                                                    _ □ ×
File  Edit  View  Communication  Actions  Window  Help

MITTSJ37    UCHRDFK                      Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                              Work with Names                           7/16/03

Next: ___   Case: ____ _____   Court: F 37  13

Type options, press Enter.
2=Change  4=Delete  5=Display  A=AR Bills  B=Bonds  C=Cases  F=Fin Info
J=Juvenile  M=Money  W=Wills  Z=Receipts

Name: RODMAN_____

    Name                      X R     DOB        SSN      City          Alt
 _  RODMAN,ANNA,              F WA  8/01/1963            BATTLE CREEK
 C  RODMAN,RANDY,WAYNE        M WA  5/23/1989            BATTLE CREEK
 _  RODMAN,SARAH,SUZANNE      F WA                       BATTLE CREEK
 _  RODNEY RARICK                                        EAST LEROY
 _  RORACKER,GARY                                        KALAMAZOO
```

The **Work with Cases for** screen will be displayed. There are numerous options available from this screen, depending on the your authority level.

```
B                                                                    _ □ ×
File  Edit  View  Communication  Actions  Window  Help

MITTSJ37    UCUADFK                      Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                            Work with Cases for                        7/16/03
                          RODMAN,RANDY,WAYNE                           20.00

Next: ___   Case: ____ _____   Court: F 37  13

Type options, press Enter.
2=Change  4=Delete  5=Display  6=Notes  A=Abs  B=Bonds  C=Charges  E=Events
F=Forms  M=Money  N=Nxt Actns  P=Parties  R=ROA  S=Sent  W=Warrant  Z=Receipt
    Case            Jur  Pty Typ Alt   Pty Filed      Court       Balance
 _  2003 0300053501 DL GKR  JUV   1      4/01/2003  A  F 37  13      20.00
      RANDY RODMAN

 _  2003 0300053502 DL GKR  JUV   1      4/15/2003  C  F 37  13        .00
      RANDY RODMAN


 F3=Exit  F6=Create  F10=Name  F13=Cmds  F16=Calc  F17=Top  F18=Bottom  F21=Prt

    Connected to remote server/host OSMLANS using port 23        \\SCAO\1N65QLS on Ne03:
 start    C  O   No...    Qu...    W Mic...   South   A   B   C      3:16 PM
```

Status of Petition
A=Adjudicated
O=Open
C=Closed

Monetary Balance

Work with Cases for a Name

Option "Change"

Let's review the options that are available from the Work with **Cases for a Name** screen. We will return to the Work with Name options later on page 41.

To change information for this case enter a **"2"** next to the case and press the **<ENTER>** key.

```
 B                                                                    _ 🗗 ✕
File  Edit  View  Communication  Actions  Window  Help
 🖻  🖺🖺  🖻🖻  🖼🖼  🖾  🖳🖳  🖾🖾  🖺  ◈◈

 MITTSJ37     UCUADFK                       Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                Work with Cases for                      7/16/03
                             RODMAN,RANDY,WAYNE                           20.00

 Next: ___   Case: ____ _____    Court: F 37  13

 Type options, press Enter.
 2=Change  4=Delete  5=Display  6=Notes  A=Abs  B=Bonds  C=Charges  E=Events
 F=Forms  M=Money  N=Nxt Actns  P=Parties  R=ROA  S=Sent  W=Warrant  Z=Receipt
   Case          Jur  Pty Typ Alt   Pty Filed      Court        Balance
 2 2003 0300053501 DL GKR  JUV   1       4/01/2003   A   F 37  13        20.00
     RANDY RODMAN

 _ 2003 0300053502 DL GKR  JUV   1       4/15/2003   C   F 37  13          .00
     DY RODMAN
```

The **Edit Criminal/Juvenile Case** screen will be displayed. Make the necessary changes and press the **<ENTER>** key; you will be returned to the **Work with Cases for** screen . If no changes were made, select **<F3>** and you will be returned to the **Work with Cases for** screen.

```
 B                                                                    _ 🗗 ✕
File  Edit  View  Communication  Actions  Window  Help
 🖻  🖺🖺  🖻🖻  🖼🖼  🖾  🖳🖳  🖾🖾  🖺  ◈◈

 MITTSJ37     UCH5E1K                       Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                             Edit Criminal/Juvenile Case                  7/16/03

        Case: 2003 0300053501 DL A RANDY RODMAN
     Jurist: J  27878 REED,GARY K.,                    Filed Date:  4/01/2003
   Disposed:  5/01/03    Reopened:              Closed:

  Prosecutor: _ _____                               CTN: 130045287101
  Police Incident Nbr: 1254-03     Incarceration Date: _____
  Complaint/Issue Date:  3/31/2003            Location: 3    Battle Creek
     Arraignment Date: _____     Preliminary Date: _____
         Habitual: ____                          Caseload Omit: N
      Lower Court: _ ___ __       X-Reference: _____
          Public: P
    Microfilm No: _____    Prison Case: N  Jury Demand: _

 Vehicle Information:
 Type: __ Yr/VPN: _____ _____  VIN: _____  Make: ____

  Officer/Agency: MSP____  MSP                    Michigan State Police
  Officer/Agency: _____

 F3=Exit  F10=Name  F13=Cmds  F16=Calc  F11=Transfer Nbr/Typ

 Connected to remote server/host OSMLANS using port 23          \\SCAO\1N65QLS on Ne03:
 start     🌐 💥 🔵   🌐 No...    📄 Qu...    �W Mic...   📄 South   📄 A      📄 B      📄 C     ◀🔊 3:35 PM
```

Work with Cases for a Name
Option "Delete"

To delete a case enter a **"4"** next to the case and press the **<ENTER>** key.

```
 B                                                                    □  ▣ ✕
File  Edit  View  Communication  Actions  Window  Help
 ▣  ▤▥  ▦▧  ▨▩  ▪▫  ▬▭  ▮▯  ▰▱  ▣  ◆◇

 MITTSJ37    UCUADFK                      Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                              Work with Cases for                        7/16/03
                         RODMAN,RANDY,WAYNE                                 20.00

 Next: ___    Case: ____ _____      Court: F 37  13


 Type options, press Enter.
 2=Change  4=Delete  5=Display  6=Notes  A=Abs  B=Bonds  C=Charges  E=Events
 F=Forms  M=Money  N=Nxt Actns  P=Parties  R=ROA  S=Sent  W=Warrant  Z=Receipt
   Case              Jur  Pty Typ Alt   Pty Filed       Court        Balance
 4 2003 0300053501 DL GKR  JUV   1       4/01/2003  A   F 37  13        20.00
    RANDY RODMAN
```

The **Edit Criminal/Juvenile Case** screen will be displayed. Select **<F11>** to delete the case.

```
 B                                                                    □  ▣ ✕
File  Edit  View  Communication  Actions  Window  Help
 ▣  ▤▥  ▦▧  ▨▩  ▪▫  ▬▭  ▮▯  ▰▱  ▣  ◆◇

 MITTSJ37    UCJGD1K                      Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                         Display Criminal/Juvenile Case Details           7/16/03

         Case: 2003 0300053501 DL A RANDY RODMAN
       Jurist: J  27878 REED,GARY K.,              Filed Date:  4/01/2003
     Disposed:  5/01/03   Reopened:              Closed:

  Prosecutor:                                      CTN: 130045287101
  Police Incident Nbr: 1254-03     Incarceration Date:
 Complaint/Issue Date:  3/31/2003           Location: 3    Battle Creek
     Arraignment Date:               Preliminary Date:
        Habitual:                                    Caseload Omit: N
     Lower Court:        0       X-Reference:
          Public: P
   Microfilm No:            Prison Case: N  Jury Demand:    Exparte Order:

 Vehicle Information:
 Type:    Yr/VPN:    0         VIN:               Make:

  Officer/Agency: MSP      MSP                     Michigan State Police
  Officer/Agency:

 F3=Exit  F10=Name  F11=Delete  F13=Cmds  F16=Calc  F18=Age

 ▣ Connected to remote server/host OSMLANS using port 23        \\SCAO\1N65QLS on Ne03:
 start    ▣ ▣ ▣   No...    Qu...    W Mic...    South   A     B     C    3:53 PM
```

Work with Cases for a Name
Option "Delete" continued

A pop-up window will appear entitled **Delete Case and Case Information.** Again, you will need to select **<F11>** to delete the case, and all related information.

```
MITTSJ37    UCJGD1K                      Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06

   MITTSJ37    UCZ0PVK      Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                    Delete Case and Case Information        7/16/03

   Pressing F11 will DELETE the CASE and ALL the related Case information.
           This is your LAST chance to stop the Delete process.

      Court: F 37   13

       Case: 2003 0300053501 DL RANDY RODMAN


   F3=Exit  F11=Delete
```

By pressing **<F11>** to delete, you will receive a message that indicates the record has been deleted. If you attempt to delete a case that has financial orders on it, you will receive the following screen.

```
MITTSJ37    UCJGD1K                      Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06

   MITTSJ37    UCZ0PVK      Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                    Delete Case and Case Information        7/16/03

   Pressing F11 will DELETE the CASE and ALL the related Case information.
           This is your LAST chance to stop the Delete process.

      Court: F 37   13                       Message indicates there
                                             are financial orders, and the
       Case: 2003 0300053501 DL RANDY RODM   balance due


   F3=Exit  F11=Delete
 Fin Orders have a Balance Due of 320.00 on Case 2003 0300053501. +
```

Select **<F3>** to exit this screen.

Work with Cases for a Name
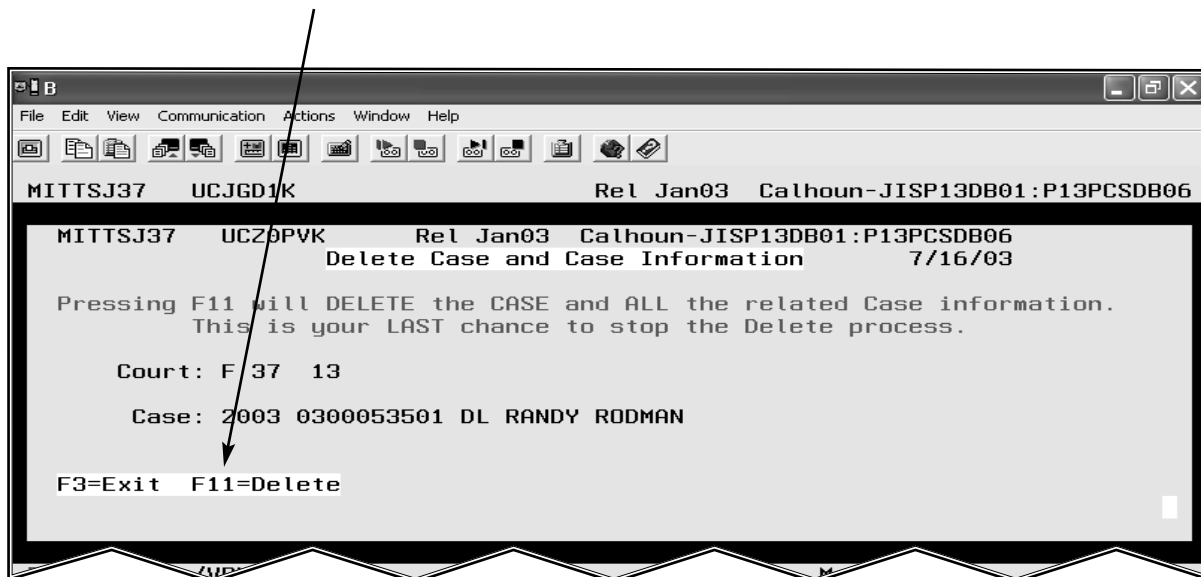# Option "Display"

To display information for the case header enter a **"5"** next to the case and press the **<ENTER>** key.

The **Edit Criminal/Juvenile Case** screen will be displayed. Select **<F3>** to exit and you will be returned to the **Work with Cases for** screen.
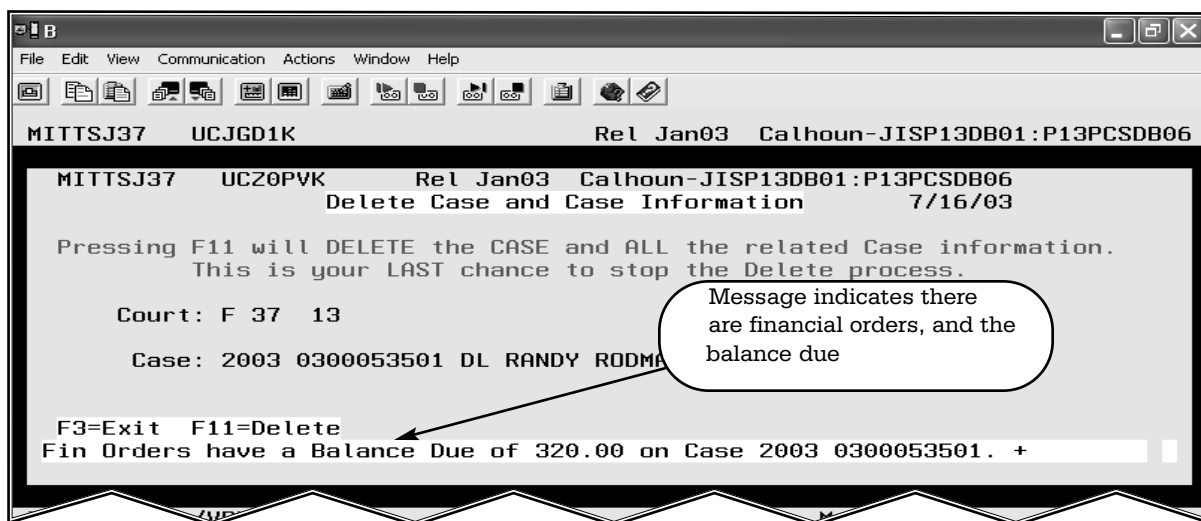
Work with Cases for a Name

Option "Case Notes"

To display notes specific to this case number, type a **"6"** next to the case and press the **<ENTER>** key.

```
B                                                                          _  ⟃⟄ ✕
File   Edit   View   Communication   Actions   Window   Help
 ▢   ▭▭  ⬚▭  ⬚▭⬚  ▭▭  ▭▭  ▭  ▭⬚▭  ⬚▭⬚  ⬚  ⬚⬚

 MITTSJ37     UCUADFK                          Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                 Work with Cases for                       7/16/03
                          RODMAN,RANDY,WAYNE                                  20.00

 Next: ____  Case: ____ _____   Court: F 37_ 13

 Type options, press Enter.
 2=Change  4=Delete  5=Display   6=Notes   A=Abs  B=Bonds   C=Charges   E=Events
 F=Forms  M=Money  N=Nxt Actns  P=Parties  R=ROA  S=Sent  W=Warrant   Z=Receipt
    Case              Jur  Pty Typ Alt   Pty Filed          Court          Balance
 6 2003 0300053501 DL GKR  JUV  1         4/01/2003   A    F 37   13        20.00
    RANDY  RODMAN

 _ 2003 0300053502 DL GKR  JUV  1         4/15/2003   C    F 37   13          .00
    RANDY  RODMAN
```

The **Display Case Notes** screen will be displayed. To create notes, select **<F9>** and the **Edit Text Comments** screen will be returned.

```
B                                                                          _  ⟃⟄ ✕
File   Edit   View   Communication   Actions   Window   Help
 ▢   ▭▭  ⬚▭  ⬚▭⬚  ▭▭  ▭▭  ▭  ▭⬚▭  ⬚▭⬚  ⬚  ⬚⬚

 MITTSJ37     UCN7DFK                          Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                              Display Case Notes                            7/16/03

 Crt: F 37   13                     Bond: SUR      Auth:  5/01/2003        Adju Pub
 Case: 2003 0300053501 DL    GKR RANDY RODMAN
 Atty: ALLEN                      Worker: BURCH          CVA
 File:  4/01/2003 Dispose:  5/01/2003 Reopen:              Close:




 F3=Exit   F9=Change   F11=Delete   F13=Cmds   F16=Calc   F17=Top   F18=Bot   F21=Prt
 No data to display.

 ⌨ Connected to remote server/host OSMLANS using port 23            \\SCAO\1N65QLS on Ne03:
 ⊞ start      ⬚ ⬚ ⬚    ⬚ No...    ⬚ Qu...    ⬚ Mic...   ⬚ South   ⬚ A   ⬚ B   ⬚ C    ⬚ ⬚ 4:17 PM
```

Work with Cases for a Name
Option "Case Notes", continued

```
 ▣ ▮ B                                                                                    _ ▣ ⊠
 File  Edit  View  Communication  Actions  Window  Help
 ▣  ▣▣  ▣▣  ▣▣  ▣▣  ▣   ▣▣  ▣▣  ▣  ▣▣

  MITTSJ37     UCDXEFK                        Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                 Edit Text Comments                          7/16/03


  Court: F 37   13
  Case/File: 2003 0300053501 DL RANDY RODMAN

  Type option, press Enter.
  4=Delete   C=Clear Text   I=Insert Line
  _  _____
  _  _____
  _  _____
```

       When you have entered your desired text, press the **<ENTER>** key. You will be returned to the **Work with Cases for** screen. Select **<F3>** to exit and yo will be returned to the **Work with Cases for** screen.

```
 ▣ ▮ B                                                                                    _ ▣ ⊠
 File  Edit  View  Communication  Actions  Window  Help
 ▣  ▣▣  ▣▣  ▣▣  ▣▣  ▣   ▣▣  ▣▣  ▣  ▣▣

  MITTSJ37     UCDXEFK                        Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                 Edit Text Comments                          7/16/03


  Court: F 37   13
  Case/File: 2003 0300053501 DL RANDY RODMAN

  Type option, press Enter.
  4=Delete   C=Clear Text   I=Insert Line
  _   Minor was visiting his dad at the time of the offense._____
  _   Mother indicated that he has never been a problem child.  This is his
  _   first offense.  05/20/2003 - Worker Name
  _
```

       Select option **"6"** again and press the **<ENTER>** key. Notes that have been entered will display.

```
 ▣ ▮ B                                                                                    _ ▣ ⊠
 File  Edit  View  Communication  Actions  Window  Help
 ▣  ▣▣  ▣▣  ▣▣  ▣▣  ▣   ▣▣  ▣▣  ▣  ▣▣

  MITTSJ37     UCN7DFK                        Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                 Display Case Notes                          7/16/03


  Crt: F 37   13                      Bond: SUR      Auth:  5/01/2003      Adju Pub
  Case: 2003 0300053501 DL    GKR RANDY RODMAN
  Atty: ALLEN                         Worker: BURCH        CVA
  File:  4/01/2003 Dispose:  5/01/2003 Reopen:             Close:

     Minor was visiting his dad at the time of the offense.
     Mother indicated that he has never been a problem child.  This is his
     first offense.  05/20/2003 - Worker Name
```

Work with Cases for a Name

Option "Abstracts"

To display Abstract information relating to a name enter an **"A"** next to the case and press the **<ENTER>** key.

```
                          Work with Cases for                    7/18/03
                        LINDSEY,MICHELLE,J                            .00

Next: ___   Case: ____ _____    Court: F 37  13

Type options, press Enter.
2=Change   4=Delete   5=Display   6=Notes   A=Abs   B=Bonds   C=Charges   E=Events
F=Forms   M=Money   N=Nxt Actns   P=Parties   R=ROA   S=Sent   W=Warrant   Z=Receipt
  Case              Jur  Pty Typ Alt    Pty Filed      Court          Balance
_ 2000 0000484601 DL JCK   JUV   1       12/06/2000  C   F 37  13         .00
    MICHELLE LINDSEY

_ 2001 0000484602 DL JCK   JUV   1       10/17/2001  C   F 37  13         .00
    MICHELLE LINDSEY

A 2003 0000484603 DL JCK   JUV   1        3/25/2003  A   F 37  13         .00
    MICHELLE LINDSEY
```

If an abstract has been completed for this case the **Work with Abstracts for** screen will be displayed.   Select **<F3>** to exit and you will be returned to the **Work with Cases for** screen. Additional options within the Work with Abstract screen are, change (**2**), delete (**4**), display (**5**), print (**P**), print CORDL (**C**) Print NOA (**N**), enter the number/letter next to the abstract and then press **<ENTER>**.

```
┌────────────────────────────────────────────────────────────────────────┐
│ ▫▌B                                                         _ ▫▐ x      │
│ File  Edit  View  Communication  Actions  Window  Help                  │
│ [toolbar icons]                                                         │
│                                                                         │
│ MITTSJ37    UCMXDFK            Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06  │
│                          Work with Abstracts For              7/18/03   │
│ Court: 293C              MICHELLE J LINDSEY              DOB: 04191987   │
│  Case: 2003 0000484603                                                  │
│                                                                         │
│ Type options, press Enter.                                             │
│ 2=Change  4=Delete   5=Display  P=Print Abstract  C=Print CORDL  N=Print NOA │
│                                                                         │
│                                                                         │
│   Abs Cnt Abstract  Spl DLN              Viol    Offense        SOS     │
│   Typ     Date      Hdl                  Date                   Date    │
│ _  A   001 07182003      L532603352303   10252002 33374032B-A          │
│                                                                         │
│                                                                         │
│                                                                         │
│                                                                         │
│                                                                         │
│                                                                         │
│ F3=Exit  F6=Create  F10=Name  F13=Cmds  F16=Calc                       │
│                                                                         │
│ ▫ Connected to remote server/host OSMLANS using port 23   \\SCAO\1N65QLS on Ne03: │
│ start   [icons]  ▫▌A   ▫▌B   ▫▌C   No...  W Mic...  Qu...  Mail...  9:37 AM │
└────────────────────────────────────────────────────────────────────────┘
```

Work with Cases for a Name
Option "Bonds"

To display Bond information relating to a name enter an **"B"** next to the case and press the **<ENTER>** key.

```
B                                                                    _ [] X
File  Edit  View  Communication  Actions  Window  Help
[icons]

 MITTSJ37    UCUADFK                        Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                 Work with Cases for                    7/16/03
                            RODMAN,RANDY,WAYNE                          20.00

 Next: ___   Case: ____ _____   Court: F 37  13

 Type options, press Enter.
 2=Change  4=Delete  5=Display  6=Notes  A=Abs  B=Bonds  C=Charges  E=Events
 F=Forms  M=Money  N=Nxt Actns  P=Parties  R=ROA  S=Sent  W=Warrant  Z=Receipt
    Case             Jur  Pty Typ Alt   Pty Filed       Court       Balance
 B 2003 0300053501 DL GKR  JUV    1       4/01/2003   A   F 37  13       20.00
            RODMAN
```

The **Bond Actions** screen will be displayed. Select **<F3>** to exit and you will be returned to the **Work with Cases for** screen.

```
B                                                                    _ [] X
File  Edit  View  Communication  Actions  Window  Help
[icons]

 MITTSJ37    UCQNETK                        Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                 Bond Actions                           7/16/03
    Court: F 37  13
     Case: 2003 0300053501 DL RANDY RODMAN
     Count: __

 Posted For:   3295234 RODMAN,RANDY,WAYNE
 Posted By:    3295234 RODMAN,RANDY,WAYNE

       Bond:  1 Type: SUR SURETY          Status: C  Balance:          .00

 Type options, press Enter.
 4=Delete   5=Display

   #  Act  Action Dt       Amount  Description              Action
   _  1 SET  7/16/2003     5000.00  SET BOND                 No Action
   _  ___  _____  _____
   _  ___  _____  _____
   _  ___  _____  _____
   _  ___  _____  _____


 F3=Exit   F10=Name   F13=Cmds   F16=Calc


 [status bar] Connected to remote server/host OSMLANS using port 23      \\SCAO\1N65QLS on Ne03:
 [start]    ...  No...  Qu...  Mic...  South  A  B  C    4:39 PM
```

Work with Cases for a Name
Option "Charges"

To display Charge information relating to a name enter an **"C"** next to the case and press the **<ENTER>** key.

```
B                                                                    _ �‾ X
File   Edit   View   Communication   Actions   Window   Help

MITTSJ37    UCUADFK                     Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                              Work with Cases for                     7/16/03
                         RODMAN,RANDY,WAYNE                             20.00

Next: ___   Case: ____ _____   Court: F 37  13


Type options, press Enter.
2=Change   4=Delete   5=Display   6=Notes   A=Abs   B=Bonds   C=Charges   E=Events
F=Forms    M=Money    N=Nxt Actns    P=Parties    R=ROA    S=Sent   W=Warrant  Z=Receipt
   Case              Jur  Pty Typ Alt   Pty Filed        Court        Balance
C 2003 0300053501 DL GKR  JUV   1       4/01/2003    A    F 37   13        20.00
   RODMAN
```

The **Work with Charges** screen will be displayed. Select **<F3>** to exit and you will be returned to the **Work with Cases for** screen. Additional options within the Work with Charges screen are, change (**2**), delete (**4**), display (**5**) enter the number next to the charge and press **<ENTER>**.

```
B                                                                    _ �‾ X
File   Edit   View   Communication   Actions   Window   Help

MITTSJ37    UCF2DFK                     Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                              Work with Charges                       7/16/03

Next: ___   Case: 2003 0300053501  Court: F 37  13
            DL RANDY RODMAN                               Adjudicate
      Attorneys: ALLEN
Jur: REED        Filed:  4/01/2003 Disposed:  5/01/2003 Reopened:

Type options, press Enter.
2=Change   4=Delete   5=Display


   Cnt   Offense                  Short Description         Disp/Evt   Dfr

 _  1 Cur 750356D                 RETAIL FRAUD-2ND DEGREE   AAL   PRH

          CVA
 _  2 Cur 750377A1D               MDOP LESS THAN $200       AAL   PRH

          CVA



F3=Exit  F6=Create  F10=Name  F13=Cmds  F16=Calc  F21=Print


 Connected to remote server/host OSMLANS using port 23      \\SCAO\1 B SQLS on Ne03:
 start      ⏺ ⏺ ⏺    No...    Qu...    W Mic...    South    A    B    C    4:43 PM
```

Work with Cases for a Name
Option "Charges", continued

To modify a charge on a case, **"2"** next to the charge and press the **<ENTER>** key.

```
MITTSJ37    UCF2DFK                  Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                            Work with Charges                        7/16/03

Next: ___   Case: 2003 0300053501  Court: F 37_ 13
             DL RANDY RODMAN                             Adjudicate
        Attorneys: ALLEN
Jur: REED         Filed:  4/01/2003 Disposed:  5/01/2003 Reopened:


Type options, press Enter.
2=Change  4=Delete  5=Display

  Cnt      Offense              Short Description        Disp/Evt  Dfr

2  1 Cur 750356D               RETAIL FRAUD-2ND DEGREE   AAL   PRH

        CVA
_  2 Cur 750377A1D             MDOP LESS THAN $200       AAL   PRH
```

The **Edit Charge** screen will be returned for processing.

```
□ B                                                              _ ⊡ ✕
File  Edit  View  Communication  Actions  Window  Help

MITTSJ37    UCKME1K                   Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                            Edit Charge                              7/16/03

 Crt: F 37  13
Case: 2003 0300053501 DL RANDY RODMAN                         Adjudicat
REED           Attorneys: ALLEN
Filed:  4/01/2003 Disposed:  5/01/2003 Reopened:          Closed:

Count:  1 Prosecutor Count: ___


          Charge               A/S/C
Original: 750356D_____  ___    RETAIL FRAUD-2ND DEGREE
 Current: 750356D_____  ___    RETAIL FRAUD-2ND DEGREE
  Notice: _____
```

Make the necessary changes and press the **<ENTER>** key. You will be returned to the **Work with Charges** screen. Select **<F3>** to exit and you will be returned to the **Work with Cases for** screen.

```
MITTSJ37    UCKME1K                   Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                            Edit Charge                              7/16/03

 Crt: F 37  13
Case: 2003 0300053501 DL RANDY RODMAN                         Adjudicat
REED           Attorneys: ALLEN
Filed:  4/01/2003 Disposed:  5/01/2003 Reopened:          Closed:

Count:  1 Prosecutor Count: ___


          Charge               A/S/C
Original: 750356D_____  ___    RETAIL FRAUD-2ND DEGREE
 Current: 712A2A2A3_____  ___    INCORRIGIBLE
  Notice: _____
```

Work with Cases for a Name
Option "Events"

To display Event information relating to a case enter an **"E"** next to the case and press the **<ENTER>** key.

```
B                                                                    [_][□][X]
File  Edit  View  Communication  Actions  Window  Help
[toolbar icons]

 MITTSJ37    UCUADFK                    Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                              Work with Cases for                  7/16/03
                           RODMAN,RANDY,WAYNE                        20.00

 Next: ___   Case: ____ _____    Court: F 37  13

 Type options, press Enter.
 2=Change  4=Delete  5=Display  6=Notes  A=Abs  B=Bonds  C=Charges  E=Events
 F=Forms  M=Money  N=Nxt Actns  P=Parties  R=ROA  S=Sent  W=Warrant  Z=Receipt
   Case            Jur Pty Typ Alt  Pty Filed        Court        Balance
 E 2003 0300053501 DL GKR JUV  1       4/01/2003  A   F 37  13      20.00
    RANDY RODMAN

 _  2003 0300053502 DL GKR JUV         4/15/2003  C   F 37  13        .00
```

The **Work with Events** screen will be displayed. Select **<F3>** to exit and you will be returned to the **Work with Cases for** screen. To create an event, select **<F6>**. Additional options within the Work with Events screen are, change (**2**), delete (**4**), display (**5**), create a form (**F**), display monetary orders (**M**), view or change programs and results (**P**) or view/edit sentencing information (**S**), enter the letter/number next to event and press «.

```
B                                                                    [_][□][X]
File  Edit  View  Communication  Actions  Window  Help
[toolbar icons]

 MITTSJ37    UCFZDFK                    Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                              Work with Events                     7/16/03
 Next: ___   Case: 2003 0300053501  Court: F 37  13
           DL RANDY RODMAN                                Adjudicate
       Attorneys: ALLEN
 REED        Filed:  4/01/2003 Disposed:  5/01/2003 Reopened:

 Type options, press Enter.
 2=Change 4=Delete 5=Display  F=Form  M=Monetary  P=Program/Results  S=Sentence

 Date: _____
             Evt#  Event Cnt Pty     Attny  Jurist    Receipt      Amount
 _    4/15/2003    5   NOH       JUV  1        27878                   .00

        Nxt: PRH   5/05/2003  2:00 P Rm#: 132
 _    4/15/2003    4   NOH       JUV  1        27878                   .00

        Nxt: PRH   5/05/2003  2:00 P Rm#     <F21> will print the
 _    4/01/2003    3   PET       JUV  1        events for this case   .00

                                                                         +

 F3=Exit  F6=Create  F10=Name  F13=Cmds  F16=Calc  F17=Top F18=Bottom F21=Print


 Connected to remote server/host OSMLANS using port 23        \\SCAO\1N65QLS on Ne03:
 start   [icons]    No...   Qu...  [W] Mic...  South  A   B   C    4:57 PM
```

Work with Cases for a Name
Option "Forms"

To create a form, enter **"F"** next to the case and press the **<ENTER>** key.

```
◫▮B                                                                    _ ▣ ⊠
File   Edit   View   Communication   Actions   Window   Help
▣  🗐🗐  🗗🗗  🗐🗐  🖼  🗐🗐  🗐🗐  🗐  🗐🗐

 MITTSJ37      UCUADFK                           Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                  Work with Cases for                      7/16/03
                          RODMAN,RANDY,WAYNE                                 20.00

 Next: ___    Case: ____  _____    Court: F 37  13

 Type options, press Enter.
 2=Change   4=Delete   5=Display   6=Notes   A=Abs   B=Bonds   C=Charges   E=Events
 F=Forms   M=Money   N=Nxt Actns   P=Parties   R=ROA   S=Sent   W=Warrant   Z=Receipt
   Case              Jur  Pty Typ Alt   Pty Filed        Court        Balance
 F 2003 0300053501 DL GKR  JUV   1       4/01/2003   A   F 37   13       20.00
      RANDY RODMAN
```

The **Select Form Type** screen will be displayed. Select the form you want to create by entering a **"1"** next to the form and press the **<ENTER>** key.

```
◫▮B                                                                    _ ▣ ⊠
File   Edit   View   Communication   Actions   Window   Help
▣  🗐🗐  🗗🗗  🗐🗐  🖼  🗐🗐  🗐🗐  🗐  🗐🗐

 MITTSJ37      UCUADFK                           Rel Jan03   Calhoun-JISP13DB01:P13PCSDB06

   MITTSJ37     UCK0DFK
                                 Select Form Type

   Type options, press Enter.
   1=Select

   Form Prefix: JC   Form: 57

     Prefix Form
   1   JC    57     Supplemental* Order of Disposition Follow Rev Hrg (DL)
   _   JC    59     1-Order* of Adjudication (Delinquency Proceedings)
       JC    67     Notice of Hearing - Designated Case
```

The selected form will be returned for processing.

```
◫▮B                                                                    _ ▣ ⊠
File   Edit   View   Communication   Actions   Window   Help
▣  🗐🗐  🗗🗗  🗐🗐  🖼  🗐🗐  🗐🗐  🗐  🗐🗐

 MITTSJ37      UCDRE3K                           Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                          SUPPLEMENTAL ORDER OF DISPOSITION                  7/16/03
                             FOLLOWING REVIEW HEARING    JC 57

 Crt: F 37  13 37TH Judicial Circuit-Family Division      Copies: _1 Page 1 of 3
 Case: 2003 0300053501 DL RANDY RODMAN                              Adjudicate
 REED         Attorneys: ALLEN
 Filed:  4/01/2003 Disposed:  5/01/2003 Reopened:           Closed:
 _ 7.Restituion has been made as ordered
 _ 8.The juvenile has not been rehabilitated.
 _ 9.The juvenile presents a serious risk to public safety.
 _ 10.The case service plan has been successfully completed(for use when
      terminating jurisdiction.
 _ 11.The juvenile has reached age no longer within the jurisdiction of the
```

Work with Cases for a Name
Option "Money"

To display all monetary orders for this case, enter an **"M"** next to the case and press the **<ENTER>** key.

```
B
File  Edit  View  Communication  Actions  Window  Help

MITTSJ37    UCUADFK                        Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                               Work with Cases for                        7/16/03
                        RODMAN,RANDY,WAYNE                                   20.00

 Next: ___   Case: ____ _____   Court: F 37  13


 Type options, press Enter.
 2=Change   4=Delete   5=Display   6=Notes   A=Abs   B=Bonds   C=Charges   E=Events
 F=Forms    M=Money    N=Nxt Actns  P=Parties  R=ROA  S=Sent   W=Warrant   Z=Receipt
   Case              Jur  Pty Typ Alt   Pty Filed       Court          Balance
 M 2003 0300053501 DL GKR  JUV   1        4/01/2003  A   F 37  13        20.00
   RANDY RODMAN

 _ 2003 0300053502    GKR  JUV            4/15/2003  C   F 37  13         .00
```

The **Display Financial Orders** screen will be displayed.   Select **<F3>** to exit and you will be returned to the **Work with Cases for** screen. Additional options within the Display Financial Orders are, delete (**4**), display (**5**), adjust (**A**), view co-cases (**C**), create/view financial adjustments (**F**), view victims (**V**) or create a receipt (**Z**), enter the letter/number next to the cash code and press **<ENTER>**.

```
B
File  Edit  View  Communication  Actions  Window  Help

MITTSJ37    UCKIDFK                        Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                             Display Financial Orders                     7/16/03
 Crt: F 37  13                       Bond: SUR      Auth: 5/01/2003       Adju Pub
 Case: 2003 0300053501 DL    GKR RANDY RODMAN
 Atty: ALLEN                    Worker: BURCH          CVA
 File:  4/01/2003 Dispose:  5/01/2003 Reopen:           Close:


 Type options, press Enter.
 4=Delete   5=Display   A=Adjust   C=Co Cases   F=Fin Adjust   V=Victims   Z=Receipts

   Cash ----Parties---- J/              Order     Periodic   F       Total
   Code Respond  Payor  S Begin Date    Amount     Amount    Q      Balance

 _ CVAF JUV   1 JUV   1 N  5/15/2003     20.00                        20.00
 _ ATTF JUV   1 NF    1 N  5/15/2003    150.00                       150.00
 _ ATTF JUV   1 NM    1 N  5/15/2003    150.00                       150.00

                                      <F21> will print the financial
                                         orders for this case.




 F3=Exit   F6=Create   F10=Name   F13=Cmds   F16=Calc   F21=Print



 Connected to remote server/host OSMLANS using port 23        \\SCAO\1N65QLS on Ne03:
 start      No...    Qu...    Mic...    South   A    B    C       5:13 PM
```

Work with Cases for a Name
Option "Next Actions"

To display all next actions (scheduled court hearings) for this case, enter an **"N"** next to the case and press the **<ENTER>** key.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ▫ ▌ B                                                        _  ⊡ ☒       │
│ File  Edit  View  Communication  Actions  Window  Help                   │
│ ▣  ▤▤  ⬚⬚  ▦▦  ▧  ▨▨  ▨▨  ▣  ◈◈                                           │
│  MITTSJ37    UCUADFK                     Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06│
│                              Work with Cases for              7/16/03     │
│                     RODMAN,RANDY,WAYNE                         20.00       │
│                                                                           │
│  Next: ___   Case: ____  _____     Court: F 37_ 13                   │
│                                                                           │
│  Type options, press Enter.                                               │
│  2=Change  4=Delete  5=Display  6=Notes  A=Abs  B=Bonds  C=Charges  E=Events│
│  F=Forms  M=Money  N=Nxt Actns  P=Parties  R=ROA  S=Sent  W=Warrant  Z=Receipt│
│    Case          Jur Pty Typ Alt   Pty Filed      Court      Balance      │
│  N 2003 0300053501 DL GKR  JUV  1      4/01/2003  A  F 37  13      20.00   │
│     RANDY RODMAN                   Nxt: SCH   7/29/2003  2:00 P Rm: 249    │
│                                                                           │
│  _ 200  0300053502    GKR  JUV         4/15/ 03   C   F    13       00     │
└─────────────────────────────────────────────────────────────────────────┘
```

The **Work with Scheduled Next Actions** screen will be displayed. Select **<F3>** to exit and you will be returned to the **Work with Cases for** screen. Additional options within the work with Scheduled Next Actions are, change (**2**), display (**5**), work with events (**E**), remove (**M**), or reschedule (**S**), enter the letter/number next to the next action and press **<ENTER>** key.

```
┌─────────────────────────────────────────────────────────────────────────┐
│ ▫ ▌ B                                                        _  ⊡ ☒       │
│ File  Edit  View  Communication  Actions  Window  Help                   │
│ ▣  ▤▤  ⬚⬚  ▦▦  ▧  ▨▨  ▨▨  ▣  ◈◈                                           │
│  MITTSJ37    UCIVDFK                     Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06│
│                       Work with Scheduled Next Actions        7/16/03     │
│  Next: ___   Case: 2003 0300053501 Court: F 37_ 13                        │
│               RANDY RODMAN                           Adjudicate           │
│       Attorneys: ALLEN                                                    │
│  REED          Filed:  4/01/2003 Disposed:  5/01/2003 Reopened:           │
│                                                                           │
│  Type options, press Enter.                                               │
│  2=Change  5=Display  E=Event  M=Remove  R=Reassign  S=Reschedule         │
│                                                                           │
│    Date        Time      Next    Jurist            Evt#       Courtroom   │
│  _ 7/29/2003  2:00 P   SCH   J  27878 REED          10   249  COURTROOM #F249│
│                                                                           │
│  _ 8/01/2003  2:00 P   RVH   J  27878 REED           9   249  COURTROOM #F249│
│                                                                           │
│                                                                           │
│                                                                           │
│  F3=Exit  F6=Create  F10=Name  F13=Cmds  F16=Calc  F20=All Reassign  F21=Print│
│                                                                           │
│ ▣ Connected to remote server/host OSMLANS usin│QuarkXPress (tm) - [Ch 1 General System Information.qxd] │\\SCAO\1N65QLS on Ne03:│
│ 🚩 start   ...   No...  Qu...  W Mic...  South  A   B   C   5:26 PM        │
└─────────────────────────────────────────────────────────────────────────┘
```

Work with Cases for a Name
Option "Parties"

To display all parties for this case, enter an **"P"** next to the case and press the **<ENTER>** key.

```
B                                                                          _ �□ ✕
File  Edit  View  Communication  Actions  Window  Help
🖳  🖿🖿  🖳🖳  🖸🖸  🖳  🖳🖳  🖳🖳  🖺  🔷🔷

MITTSJ37    UCUADFK                    Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                Work with Cases for                    7/16/03
                         RODMAN,RANDY,WAYNE                              20.00

Next: ___   Case: ____ _____   Court: F 37_ 13

Type options, press Enter.
2=Change  4=Delete  5=Display  6=Notes  A=Abs  B=Bonds  C=Charges  E=Events
F=Forms  M=Money  N=Nxt Actns  P=Parties  R=ROA  S=Sent  W=Warrant  Z=Receipt
   Case            Jur Pty Typ Alt   Pty Filed      Court         Balance
P 2003 0300053501 DL GKR  JUV   1      4/01/2003  A   F 37   13      20.00
    RANDY RODMAN                      Nxt: SCH    7/29/2003  2:00 P Rm: 249

_ 2003 0300053502 D  GKR  JUV          4/15/2003  C   F 37   13        00
```

The **Work with Parties** screen will be displayed.   Select **<F3>** to exit and you will be returned to the **Work with Cases for** screen. Additional options on the Work with Parties screen are, change (**2**), delete (**4**), display (**5**), go to/create alternate names (**A**), or bonds (**B**), (the Party Dates and Party Category options do not apply to juvenile proceedings), enter the letter/number next to the party and press **<ENTER>**.

```
B                                                                          _ �□ ✕
File  Edit  View  Communication  Actions  Window  Help
🖳  🖿🖿  🖳🖳  🖸🖸  🖳  🖳🖳  🖳🖳  🖺  🔷🔷

MITTSJ37    UCF1DFK                    Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                Work with Parties                      7/16/03
Next: ___   Case: 2003 0300053501   Court: F 37_ 13
            DL RANDY RODMAN                              Adjudicate
       Attorneys: ALLEN
 Jur: REED         Filed:  4/01/2003 Disposed:  5/01/2003 Reopened:

Type options, press Enter.
2=Change  4=Delete  5=Display  A=Alt Name  B=Bonds  D=Party Dates  P=Prty Cat

Pty: ___ ___

                                            Disp Disp              Disp
  Pty      Name                   File Date Evnt Code  Disp Date  Evt#
_ JUV   1 RODMAN,RANDY,WAYNE      4/01/2003
                                                    DOB:  5/23/1989
_ NF    1 PETERSON,DARREL,        4/01/2003

_ NM    1 RODMAN,ANNA,                                           3/01/1963

F3=Exit  F6=Create  F10=Name  F13=Cmds  F16=Calc  F17=Top  F18=Bottom  F21=Prt

Connected to remote server/host OSMLANS using port 23            \\SCAO\1N65QLS on Ne03:
```

> You may also create additional parties for this case by selecting **<F6>** and following the steps on pages 2.17 to 2.20

Work with Cases for a Name

Option "ROA"

To view the Register of Actions for a case, enter an **"R"** next to the case and press the **<ENTER>** key.

```
□ B                                                                    _ ⯃ ✕
 File  Edit  View  Communication  Actions  Window  Help
 ▣ | ▤▥ | ▦▧ | ▨▩ | ▪▫ | ▬▭ | ▮▯ | ▰▱ | ▲ | ◆◇

 MITTSJ37    UCUADFK                    Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                               Work with Cases for                   7/16/03
                     RODMAN,RANDY,WAYNE                               20.00

 Next: ___   Case: ____ _____   Court: F 37_ 13

 Type options, press Enter.
 2=Change  4=Delete  5=Display  6=Notes  A=Abs  B=Bonds  C=Charges  E=Events
 F=Forms  M=Money  N=Nxt Actns  P=Parties  R=ROA  S=Sent  W=Warrant  Z=Receipt
   Case              Jur  Pty Typ Alt   Pty Filed        Court        Balance
 R 2003 0300053501 DL GKR  JUV    1      4/01/2003  A    F 37  13        20.00
     RANDY RODMAN                        Nxt: SCH    7/29/2003   2:00 P Rm: 249

 _ 2003 0300053502    GKR  JUV           4/15/2003  C    F 37  13        .00
     RODMAN
```

The case **Register of Actions** screen will be returned. You may go to the bottom of the **ROA** screen by entering <F18>, or you may scroll down using your page down key.

The first text displayed is regarding party information and case information

```
□ B                                                                    _ ⯃ ✕
 File  Edit  View  Communication  Actions  Window  Help
 ▣ | ▤▥ | ▦▧ | ▨▩ | ▪▫ | ▬▭ | ▮▯ | ▰▱ | ▲ | ◆◇

 MITTSJ37    UCPNDFK                    Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                               REGISTER OF ACTIONS                     7/16/03
  Crt: F 37   13              Bond: SUR       Auth:  5/01/2003       Adju Pub
 Case: 2003 0300053501 DL   GKR RANDY RODMAN
 Atty: ALLEN                       Worker: BURCH           CVA
 File:  4/01/2003 Dispose:  5/01/2003 Reopen:            Close:
 ──────────────────────────────────────────────────────────────────────────
 JUV 001                      RANDY WAYNE RODMAN
                              1492 N. ALTA VISTA DR.
                              BATTLE CREEK, MI   48888
                              DOB: 05/23/1989     SEX: M   RACE: White Amer
 CASEWORKER:                  BEVERLY BURCH
 AUTH. DATE:                  05/01/2003
 AUTH. JURIST:                GARY K. REED
 CTN: 130045287101            DLN:  ST:
 OFFENSE DATE: 03/15/2003
 ATTORNEY:                    JOHN M. ALLEN
                              P 10119 Ph#: 616/965-0561 APPOINTED

 NF 001                       DARREL PETERSON
                              246 WINTER ST.                                 +

 F3=Exit  F13=Cmds  F16=Calc  F17=Top  F18=Bot  F19=Acct  F20=NextAct  F21=Prt

 ▦ Connected to remote server/host OSMLANS using port 23      \\SCAO\1N65QLS on Ne03:
 start   ⬤ ⬤ ⬤  No...   Qu...   W Mic...   South   A   B   C   5:45 PM
```
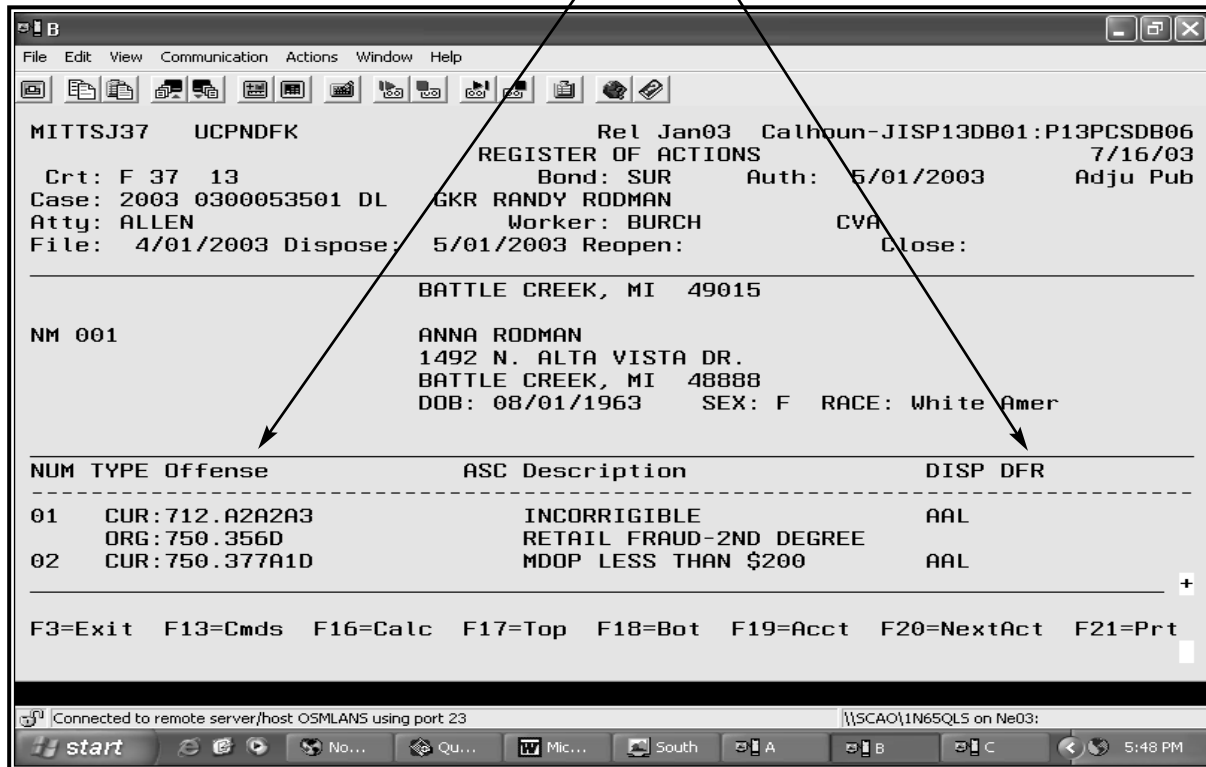
Work with Cases for a Name
Option "ROA", continued

The next portion of the screen will be the charge information, such as the PACC code, description, disposition and if the charge was deferred.

```
 B                                                                  _ □ X
File  Edit  View  Communication  Actions  Window  Help

MITTSJ37    UCPNDFK                      Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                              REGISTER OF ACTIONS                        7/16/03
 Crt: F 37  13                    Bond: SUR       Auth: 5/01/2003      Adju Pub
Case: 2003 0300053501 DL   GKR RANDY RODMAN
Atty: ALLEN                      Worker: BURCH           CVA
File:  4/01/2003 Dispose:  5/01/2003 Reopen:            Close:
_____
                              BATTLE CREEK, MI   49015

NM 001                        ANNA RODMAN
                              1492 N. ALTA VISTA DR.
                              BATTLE CREEK, MI   48888
                              DOB: 08/01/1963    SEX: F   RACE: White Amer
_____
NUM TYPE Offense              ASC Description              DISP DFR
----------------------------------------------------------------------------
01   CUR:712.A2A2A3               INCORRIGIBLE              AAL
     ORG:750.356D                 RETAIL FRAUD-2ND DEGREE
02   CUR:750.377A1D               MDOP LESS THAN $200       AAL
                                                                          +

F3=Exit  F13=Cmds  F16=Calc  F17=Top  F18=Bot  F19=Acct  F20=NextAct  F21=Prt

 Connected to remote server/host OSMLANS using port 23          \\SCAO\1N65QLS on Ne03:
 start        🌐 No...   Qu...   W Mic...   South   A   B   C       5:48 PM
```
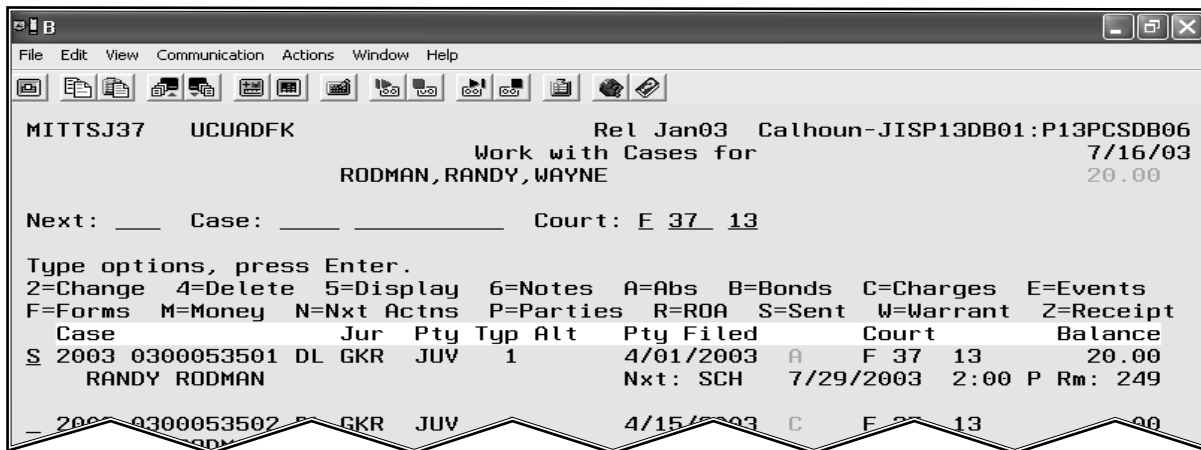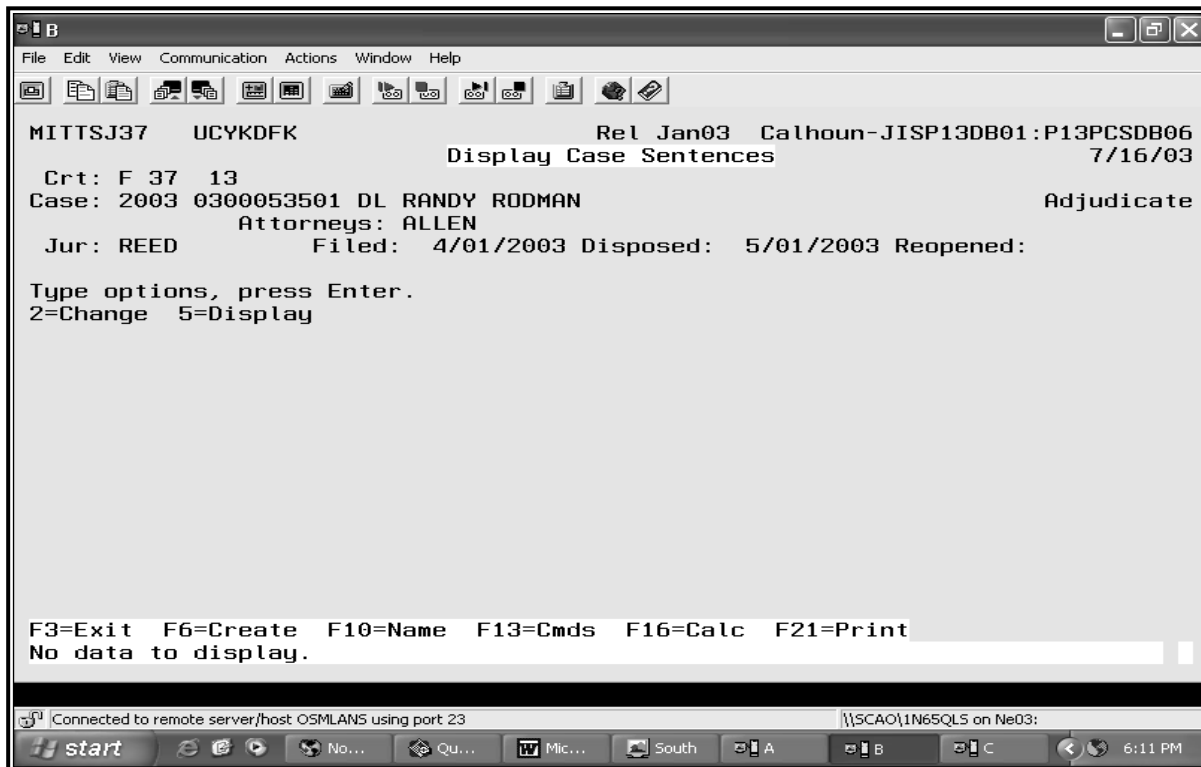
Work with Cases for a Name
Option "ROA", continued

Next, financial information will be displayed, and then event information.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ ▣▮ B                                                              ⬓ ⬒ ✕      │
│ File  Edit  View  Communication  Actions  Window  Help                       │
│ ▣  ▤▥  ▦▧  ▨▩  ▪▫  ▬▭  ▮▯  ▰▱  ▲  ◆◇                                         │
│ MITTSJ37    UCPNDFK                   Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06 │
│                            REGISTER OF ACTIONS                      7/16/03   │
│  Crt: F 37  13                  Bond: SUR     Auth: 5/01/2003     Adju Pub    │
│ Case: 2003 0300053501 DL   GKR RANDY RODMAN                                   │
│ Atty: ALLEN                       Worker: BURCH        CVA                    │
│ File:  4/01/2003 Dispose: 5/01/2003 Reopen:            Close:                 │
│ ─────────────────────────────────────────────────────────────────────────── │
│     Cash ----Parties---- J/             Order    Periodic  F                 │
│     Code Respond    Payor S Begin Date  Amount    Amount   Q      Balance     │
│ ─────────────────────────────────────────────────────────────────────────── │
│     CVAF JUV 001 JUV 001  N 05/15/2003   20.00                     20.00      │
│     ATTF JUV 001 NF 001   N 05/15/2003  150.00                    150.00      │
│     ATTF JUV 001 NM 001   N 05/15/2003  150.00                    150.00      │
│                                                  Total:          320.00       │
│ ─────────────────────────────────────────────────────────────────────────── │
│ NUM  Date           Jurist      Chg/Party                         Clerk       │
│ ─────────────────────────────────────────────────────────────────────────── │
│ 1    04/01/2003                 JUV 001                            MITTS       │
│         ATTORNEY OF RECORD                                                     │
│         ATTORNEY:  ALLEN                                                       │
│ 2    04/01/2003                 JUV 001                            MITTS    +  │
│                                                                               │
│ F3=Exit  F13=Cmds  F16=Calc  F17=Top  F18=Bot  F19=Acct  F20=NextAct  F21=Prt │
│                                                                               │
│                                                                               │
│ ⬚ Connected to remote server/host OSMLANS using port 23    \\SCAO\1N65QLS on Ne03: │
│ ⊞ start   ⬒ ⬓ ⬔  ◉ No...  ◈ Qu...  W Mic...  ⬚ South  ▣ A  ▣ B  ▣ C  ◀◈ 5:53 PM │
└─────────────────────────────────────────────────────────────────────────────┘
```

Work with Cases for a Name
Option "Sentencing"

To display sentencing information for this case, enter an **"S"** next to the case and press the **<ENTER>** key.

```
|B|                                                                       [_][#][X]
File  Edit  View  Communication  Actions  Window  Help

MITTSJ37    UCUADFK                      Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                 Work with Cases for                      7/16/03
                        RODMAN,RANDY,WAYNE                                  20.00

Next: ___   Case: ____ _____   Court: F 37_ 13

Type options, press Enter.
2=Change   4=Delete   5=Display   6=Notes   A=Abs   B=Bonds   C=Charges   E=Events
F=Forms   M=Money   N=Nxt Actns   P=Parties   R=ROA   S=Sent   W=Warrant   Z=Receipt
   Case              Jur  Pty Typ Alt   Pty Filed        Court        Balance
S 2003 0300053501 DL GKR  JUV   1         4/01/2003   A   F 37  13        20.00
   RANDY RODMAN                          Nxt: SCH   7/29/2003  2:00 P Rm: 249

_  2003 0300053502 DL GKR  JUV            4/15/2003   C   F 37  13          00
```

The **Display Case Sentences** screen will be displayed. Select **<F3>** to exit and you will be returned to the **Work with Cases for** screen.

```
|B|                                                                       [_][#][X]
File  Edit  View  Communication  Actions  Window  Help

MITTSJ37    UCYKDFK                      Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                 Display Case Sentences                    7/16/03
 Crt: F 37  13
Case: 2003 0300053501 DL RANDY RODMAN                              Adjudicate
            Attorneys: ALLEN
 Jur: REED          Filed:  4/01/2003 Disposed:  5/01/2003 Reopened:

Type options, press Enter.
2=Change   5=Display








 F3=Exit   F6=Create   F10=Name   F13=Cmds   F16=Calc   F21=Print
 No data to display.


   Connected to remote server/host OSMLANS using port 23              \\SCAO\1N65QLS on Ne03:
 start      [icons]    No...    Qu...    Mic...    South   A   B   C      6:11 PM
```

Work with Cases for a Name
Option "Warrants"

To display the warrant information for this case, enter an **"W"** next to the case and press the **<ENTER>** key.

```
B
File  Edit  View  Communication  Actions  Window  Help

MITTSJ37    UCUADFK                    Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                             Work with Cases for                      7/16/03
                        RODMAN,RANDY,WAYNE                              20.00

Next: ____   Case: ____ _____   Court: F 37_ 13

Type options, press Enter.
2=Change   4=Delete   5=Display   6=Notes   A=Abs   B=Bonds   C=Charges   E=Events
F=Forms   M=Money   N=Nxt Actns   P=Parties   R=ROA   S=Sent   W=Warrant   Z=Receipt
   Case              Jur  Pty Typ Alt    Pty Filed      Court       Balance
W 2003 0300053501 DL GKR  JUV  1         4/01/2003  A W  F 37   13      20.00
    RANDY RODMAN                         Nxt: SCH   7/29/2003  2:00 P Rm: 249

_ 2003 0300053502 DL GKR  JUV            4/15/2003  C   F 37   13         90
```

The **Case Warrants for** screen will be displayed. Select **<F3>** to exit and you will be returned to the **Work with Cases for** screen.

```
B
File  Edit  View  Communication  Actions  Window  Help

MITTSJ37    UCFEDFK                    Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                             Case Warrants for                        7/16/03
                        RODMAN,RANDY,WAYNE
 Crt: F 37   13
Case: 2003 0300053501 DL RANDY RODMAN                          Adjudicate
          Attorneys: ALLEN
Jur: REED       Filed:  4/01/2003 Disposed:  5/01/2003 Reopened:

Type options, press Enter.
5=Display

 Nbr   Warrant      Warrant
       Issue Date  Recall Date
_   1  7/16/2003



F3=Exit  F10=Name  F13=Cmds  F16=Calc



Connected to remote server/host OSMLANS using port 23           \\SCAO\1N65QLS on Ne03:
start    ...  No...  Qu...  W Mic...  South  A  B  C  6:15 PM
```

Work with Cases for a Name

Option "Case Receipt"

You may also generate a receipt from the case screen by entering a **"Z"** next to the case and pressing the **<ENTER>** key.

```
B                                                                    _ □ ×
File   Edit   View   Communication   Actions   Window   Help

MITTSJ37    UCUADFK                        Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                   Work with Cases for                      7/16/03
                          RODMAN,RANDY,WAYNE                                  20.00

  Next: ___   Case: ____  _____   Court: F 37  13

  Type options, press Enter.
  2=Change   4=Delete   5=Display   6=Notes   A=Abs   B=Bonds   C=Charges   E=Events
  F=Forms   M=Money   N=Nxt Actns   P=Parties   R=ROA   S=Sent   W=Warrant   Z=Receipt
    Case               Jur Pty Typ Alt    Pty Filed        Court          Balance
  Z 2003 0300053501 DL GKR   JUV    1      4/01/2003  A W  F 37  13          20.00
     RANDY RODMAN                          Nxt: SCH   7/29/2003  2:00 P Rm: 249

  _ 2003 0300053502    GKR   JUV           4/15/2003  C    F 37  13            .00
```

The **Case Receipting** screen will be returned for processing. Select **<F3>** to exit and you will be returned to the **Work with Cases for** screen. If you wish to continue with receipting, follow the steps listed on pages 9.14 to 9.15.

```
B                                                                    _ □ ×
File   Edit   View   Communication   Actions   Window   Help

  MITTSJ37    UCCJETK                       Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                    Case Receipting                        7/16/03
   Cashier:

   Crt: F 37  13
  Case: 2003 0300053501 DL RANDY RODMAN
   Pty: JUV   1 RODMAN,RANDY,WAYNE                        (   3295234 )
       Total Victim Assess:        20.00   Total Court:        .00   VA%:  50.00

     Total Paid: _____
  Bond Applied:         .00            Total Balance:        20.00

  Cash                                           Balance Due  Amount Paid
  Code
  CVAF  CRIME VICTIM RANDY RODMAN                      20.00  _____

  F3=Exit  F6=Create  F10=Names  F13=Cmds  F16=Calc

  Connected to remote server/host OSMLANS using port 23          \\SCAO\1N65QLS on Ne03:
  start       e 🙂       No...    Qu...    W Mic...   South    A      B     C         6:20 PM
```

Work with Names
Option "Fin Info"

Let's return to **Work with Names** and continue to review the name options.

To review Financial information for a name enter an **"F"** next the name and press **<ENTER>**.

```
STARR37     UCHRDFK                    Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                   Work with Names                      7/17/03

Next: ___   Case: ____  _____   Court: F 37_ 13

Type options, press Enter.
2=Change  4=Delete  5=Display  A=AR Bills  B=Bonds  C=Cases  F=Fin Info
J=Juvenile  M=Money  W=Wills  Z=Receipts

Name: RODMAN,R_____

     Name                         X R    DOB       SSN      City           Alt
F    RODMAN,RANDY,WAYNE           M WA  5/23/1989            BATTLE CREEK
_    RODMAN,SARAH,SUZANNE         F WA
_    RODNEY RARICK                                           EAST LEROY
```

The **Edit Financial Details for** screen for the selected name will be displayed. A court (specific to court location may store specific financial information relating to an individual bills. If you have added information to this screen, press the **<ENTER>** key and you will be returned to the **Financial Information for** screen. To exit this screen press **<F3>** and you will return to the Work with names screen.

```
STARR37     UCQ7E1K                    Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                 Edit Financial Details for              7/17/03
 Bill Loc: _1 CALHOUN CO RODMAN,RANDY,WAYNE                    (   3295234 )
                        1492 N. ALTA VISTA DR., BATTLE CREEK, MI   488
  Current Balance:      20.00  Total Balance:       20.00
  Last Bill:         -           Tot Bal:       .00  Amt Due:        .00

  Suppress Bill: _ Bill Cap: _____
          NSF: _ Sent To Collections: _ Amt: _____ Pay Freq: _

  Show Cause Order Date:            # of Show Cause:
          Last Report:             # of Show Cause Report:
  Delinquent Letter Date:          # of Delinq Letters Sent:
  Tax Intercept: _ Date: _____  Amt: _____
          Stop Date: _____  # Intercepts: __

  Employer: _____    Addr Code:
            _____
            _____
     City: _____ St: __ Zip: _____



 F3=Exit  F10=Name  F13=Cmds  F16=Calc
```

Work with Names
Option "Juvenile"

To display Juvenile information relating to a name enter a **"J"** next to the name and press **<ENTER>**.

```
C                                                                    _ | 8 | X
File  Edit  View  Communication  Actions  Window  Help
[icons]

 STARR37      UCHRDFK                    Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                                   Work with Names                      7/17/03

 Next: ___   Case: ____ _____    Court: F 37  13

 Type options, press Enter.
 2=Change  4=Delete  5=Display  A=AR Bills  B=Bonds  C=Cases  F=Fin Info
 J=Juvenile  M=Money  W=Wills  Z=Receipts

 Name: RODMAN,R_____

     Name                        X R    DOB        SSN       City         Alt
 J   RODMAN,RANDY,WAYNE          M WA  5/23/1989              BATTLE CREEK
 _   RODMAN,SARAH,SUZANNE        F WA                         EAST LEROY
 _   RODNEY,RARICK
```

The **Work with Juvenile** for the name will be displayed, listing all juvenile files for the name. Additional options within the **Work with Juvenile** screen are, change (**2**), delete (**4**), display (**5**), notes (**6**), cases (**C**), family (**F**), cost of care (**M**), placements (**P**), ROA (**R**), Summary of Cases (**S**). Enter the letter/number next to the file number and then press **<ENTER>**.

```
C                                                                    _ | 8 | X
File  Edit  View  Communication  Actions  Window  Help
[icons]

 STARR37      UCN8DFK                    Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                              Work with Juvenile by Name                 7/17/03
              RODMAN,RANDY,WAYNE                  DOB:  5/23/1989  Age:  14
 Next: ___   Case: ____ _____    Court: F 37  13

 Type options, press Enter.
 2=Change  4=Delete  5=Display  6=Notes  C=Cases  F=Family  M=Cost Of Care
 P=Placements  R=ROA  S=Summary of Cases

     File Number        Crt      File Date  Close Date  Worker
 _  DL 2003 0000000535 F 37  13   4/01/2003              BURCH
    Custody: N          Legal:             School: BCC  9






 F3=Exit  F10=Name  F13=Cmds  F16=Calc  F21=Print

MA    c
Connected to remote server/host OSMLANS using port 23        \\SCAO\1N65QLS on Ne03:
Start  [icons]  A      B      C   Novell... QuarkX... WordP... Mail Fr...  2:54 PM
```

Work with Names
Option "Money"

To review financial orders relating to the name enter an **"M"** next to the name and then press **<ENTER>**.

```
■C                                                                    _ 日 ×
File  Edit  View  Communication  Actions  Window  Help
回 | 回回 | 回回 | 回回 | 回回 | 回回 | 回回 | 回 | ◈◈

 STARR37      UCHRDFK                  Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                              Work with Names                        7/17/03

 Next: ___   Case: ____ _____   Court: F 37_ 13

 Type options, press Enter.
 2=Change  4=Delete  5=Display  A=AR Bills  B=Bonds  C=Cases  F=Fin Info
 J=Juvenile  M=Money  W=Wills  Z=Receipts

 Name: RODMAN,R_____

     Name                       X  R    DOB       SSN      City        Alt
 M   RODMAN,RANDY,WAYNE         M  WA  5/23/1989            BATTLE CREEK
 _   RODMAN,SARAH,SUZANNE       F  WA
 _   RONEY RARICK                                          EAST LEROY
```

The **Display Orders for Responsible Party** screen will be displayed. Details relating to any financial orders for this name will be displayed. To display the payment summary (receipts) press <F17>. To print the financial order information press <21>. To exit this screen press **<F3>**.

```
■C                                                                    _ 日 ×
File  Edit  View  Communication  Actions  Window  Help
回 | 回回 | 回回 | 回回 | 回回 | 回回 | 回回 | 回 | ◈◈

 STARR37      UCM3DFK                  Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                      Display Orders For Responsible Party            7/17/03
  Billing Loc:  1 CALHOUN COUNTY JUVENILE BILLING

        Name: RANDY WAYNE RODMAN                    (   3295234 )
         DOB:  5/23/1989 Age: 14 Gender: M Race: WA

  Total Ordered:         20.00        Paid On Orders:           .00
    Current Due:         20.00


 Ordr Ordr Date      Ordr Amt       Paid         Due   Respondent
 CVAF 5/15/2003        20.00          .00       20.00  RANDY WAYNE RODMAN
      2003 0300053501 DL GKR Evt#:    7                                    1




 F3=Exit  F10=Name  F13=Cmds  F16=Calc  F17=Pay Sum  F21=Print

 MA    C                                                          01/08
 ⌐ꟼ Connected to remote server/host OSMLANS using port 23        \\SCAO\1N65QLS on Ne03:
 Start  ⊜ ⊘ ⊙  A       B         C      Novell Gro... QuarkXPr... WordPerf...  « ◈  3:16 PM
```

Work with Names
Option "Receipts"

To create a receipt for a name enter a **"Z"** next to the name and then press **<ENTER>**.

```
C                                                                    _ 8 X
File  Edit  View  Communication  Actions  Window  Help
 □  🖻🖻  🖅🖫  🖾🖃  🖼  🖿🖿  🖿🖿  🖹  🖉🖉

 STARR37      UCHRDFK              Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                            Work with Names                      7/17/03

 Next: ___   Case: ____  _____   Court: F 37  13

 Type options, press Enter.
 2=Change  4=Delete  5=Display  A=AR Bills  B=Bonds  C=Cases  F=Fin Info
 J=Juvenile  M=Money  W=Wills  Z=Receipts

 Name: SMITH,JOEL_____

    Name                          X R     DOB       SSN     City        Alt
 Z  SMITH,JOEL,                   M WA  9/23/1988            BATTLE CREEK
 _  SMITH,JOELLEN                 U     12/20/1957
```

The **Name Receipting** screen will be displayed and will include all financial orders for all cases within the user's court location (for example, P 13 13 = Probate Court; F 37 13 = Family/Circuit Court). The selected name must be designated as the **payer** on the financial order. To complete the name receipting process please refer to Chapter 9, Page 14. To exit this screen press **<F3>**.

```
C                                                                    _ 8 X
File  Edit  View  Communication  Actions  Window  Help
 □  🖻🖻  🖅🖫  🖾🖃  🖼  🖿🖿  🖿🖿  🖹  🖉🖉

 STARR37      UCCTETK              Rel Jan03  Calhoun-JISP13DB01:P13PCSDB06
                            Name Receipting                      7/17/03
  Cashier: █

  Crt: F 37  13 SMITH,JOEL,                        (   3204464 )
 Total Victim Assess:      1070.00   Total Court:       .00  VA%:  50.00

    Total Paid: _____
 Bond Applied:        .00          Total Balance:      1070.00

 Cash                                         Balance Due Amount Paid
 Code
 CVAF CRIME VICTIM JOEL SMITH 2003 0000000011          20.00  _____
 CVAF CRIME VICTIM JOEL SMITH 2003 0000000012          40.00  _____
 RST   JOEL SMITH 2003 0000000011                      10.00  _____
 RST   JOEL SMITH 2003 0000000012                    1000.00  _____


                                        ⟨ The relating case number will
                                          display next to each financial order. ⟩



  F3=Exit  F6=Create  F10=Names  F13=Cmds  F16=Calc
  FIN Cash Code not found.                                           +

 MA    c                                                         03/012
 🖳 Connected to remote server/host OSMLANS using port 23        \\SCAO\1N65QLS on Ne03:
 🏁 Start  🖉🖉🖉 🖳 A      🖳 B       🖳 c       Novell Gro...  QuarkXPr...  WordPerf...  « 🕙🖉 3:29 PM
```